
Auburn University Job Description

Job Title: **Mgr, Radiology Services**

Job Family: No Family

Job Code: **IA10**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

Job Summary

Conducts radiography of animals; lectures and instructs veterinary students in radiological technology.

Essential Functions

1. Conducts radiography of clinical cases that are used as wet-labs to reiterate the principles of veterinary radiological technology.
2. Instructs senior veterinary students on the subject of veterinary technology.
3. Maintains and coordinates all radiology aspects of the computerized veterinary information system as a super-user.
4. Answers questions from clients, students, clinicians, and referring veterinarians regarding radiographic technology, equipment, and supplies, as well as the scheduling of exams and duplication/digitization of radiographic images.
5. Monitors and maintains all clinical case schedules, logs, charges, files, and locations of clinical case files.
6. Tracks, maintains, and purchases inventory needs specific to the veterinary radiology section.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associates Degree	Coursework in Radiological Technology
Experience (yrs.)	5	Experience in radiological methods

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of radiology, associated technology, and safety guidelines and procedures. Developed supervisory skills.

Certification or Licensure Requirements

Registered Radiological Technologist

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/7/2016
