



Job Code: 3385 -- DIR-UMMC AND MS CANCER RGSTRY

Summary: TO PROVIDE OVERALL LEADERSHIP, DIRECTION, AND MANAGEMENT OF UMC AND MS CANCER REGISTRY ACTIVITIES. TO ENSURE THAT UMMC AND MS CANCER REGISTRIES MEETS NATIONAL STANDARDS FOR TIMELINESS AND COMPLETENESS OF REPORTING AND QUALITY DATA.

Minimum Requirements: MASTER'S DEGREE IN HEALTH INFORMATION, EPIDEMIOLOGY, BIostatISTICS, HEALTH SERVICES RESEARCH OR ADMINISTRATION, PUBLIC HEALTH OR RELATED FIELD. AND THREE (3) YEARS OF RELATED EXPERIENCE OR BACHELOR'S DEGREE IN HEALTH INFORMATION, EPIDEMIOLOGY, BIostatISTICS, HEALTH SERVICES RESEARCH OR ADMINISTRATION, PUBLIC HEALTH OR RELATED FIELD. AND FIVE (5) YEARS OF RELATED EXPERIENCE.

Special Skills: DESIGN, DEVELOPMENT, AND MANAGEMENT OF PROGRAMS FOR COLLECTION, ANALYSIS, AND REPORTING OF DATA. MANAGEMENT, AND LEADERSHIP SKILLS. ORGANIZATIONAL SKILLS. WRITTEN AND VERBAL COMMUNICATIONS SKILLS. COMPUTER SKILLS.

Duty 1: PROVIDES ADMINISTRATIVE, MANAGEMENT, AND OPERATIONAL OVERSIGHT TO UMMC AND MS CANCER REGISTRY ACTIVITIES.

Duty 2: OVERSEES THE COLLECTION, PREPARATION, AND REPORTING OF COMPLETE, ACCURATE, TIMELY CANCER DATA; ENSURES THAT APPLICABLE FEDERAL AND STATE STANDARDS ARE MET.

Duty 3: ESTABLISHES AND IMPLEMENTS SHORT- AND LONG-RANGE DEPARTMENTAL AND PROGRAM GOALS AND OBJECTIVES; MONITORS AND EVALUATES PROGRAMMATIC AND OPERATIONAL EFFECTIVENESS AND MAKES CHANGES AS NECESSARY.

Duty 4: FORMULATES DEPARTMENT BUDGET AND MONITORS DEPARTMENT, GRANT, AND SUBCONTRACT EXPENDITURES. DEVELOPS GRANT PROPOSALS AND RELATED MATERIALS TO OBTAIN FUNDING FROM INTERNAL AND EXTERNAL SOURCES.

Duty 5: LIAISES WITH OTHER DEPARTMENTS AND EXTERNAL ORGANIZATIONS TO PROMOTE THE CANCER REGISTRIES.

Duty 6: MAINTAINS AN ORGANIZATIONAL STRUCTURE AND STAFFING TO ACCOMPLISH ORGANIZATIONAL GOALS AND OBJECTIVES; HIRES, TRAINS, SUPERVISES, AND EVALUATES STAFF.

Duty 7: THE DUTIES LISTED ARE GENERAL IN NATURE AND ARE EXAMPLES OF THE DUTIES AND RESPONSIBILITIES PERFORMED AND ARE NOT MEANT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. MANAGEMENT RETAINS THE RIGHT TO ADD OR CHANGE DUTIES AT ANY TIME.

Physical Demands:

Exposed to Unpleasant Environment: None

Handles Dangerous Equipment: None

Exposed to biohazardous conditions: None

Works hours beyond regular: Occasionally = up to 20%

Travels to offsite locations: Frequently = from 21% to 50%

Activities are subject to significant volume changes of a seasonal/clinical nature: Occasionally = up to 20%

Work produced is subject to precise measurements: Frequently = from 21% to 50%

Bends: Occasionally = up to 20%

Lifts or carries 10lbs: Occasionally = up to 20%

Lifts or Carries 10-25lbs: None

Lifts or carries 25-50lbs: None

Lifts or carries 50-75lbs: None

Lifts or carries 75-100lbs: None

Lifts or carries over 100lbs: None

Climbs: None

Crawls: None

Crouches or stoops: Occasionally = up to 20%

Drives: Occasionally = up to 20%

Kneels: Occasionally = up to 20%

Pushes or pulls: Occasionally = up to 20%

Reaches: Occasionally = up to 20%

Sits: Constantly = at least 51% of the time

Stands: Occasionally = up to 20%

Twists: Occasionally = up to 20%

Walks: Occasionally = up to 20%