

## **Administrator - Forensic Center - 16000000ID**

**Pay Grade: 44**

**Salary Commensurate with Education & Experience.**

The Administrator for the West Tennessee Regional Forensic Center (WTRFC) reports to the Executive Vice Chancellor and Chief Operations Officer of UTHSC to provide administrative leadership and direction for the day-to-day non-clinical operating activities of the West Tennessee Regional Forensic Center; which includes contract management, personnel management, regulatory compliance and program development, as well directing the Center's operations to meet budget and other financial goals.

Responsibilities include, but are not limited to:

- Responsible for the overall operation and administration of the WTRFC (non –clinical operations)
- Responsible for supervising and reconciling the Center's Accounts Receivable/Claim-for- Fee monthly billing to the State of Tennessee on behalf of Shelby County; as well as the bi-monthly billing for Out of County Autopsies, Consultation Services and other accounts receivable services billed by the WTRFC.
- Formulates and administers policies and procedures for administrative and support personnel
- Coordinates efforts of professional staff in the recruitment, development, evaluation, and retention of personnel
- Represents the company in its relationships with other organizations, government and regulatory agencies
- Resolves administrative problems and keeps lines of communication open with staff to ensure high employee morale and a professional company atmosphere
- Continuously review all factors affecting the cost of administration and the operation of WTRFC. Take necessary corrective action to keep costs commensurate with the organization's objectives, or recommend appropriate action to the governing body
- Take all necessary and reasonable precautions to protect the company's assets and property against loss or waste through negligence or dishonesty
- Emergency management planning.
- Responsible for NAME annual validation – work with Chief Medical Examiner to ensure timely/accurate completion annually.
- Capital budget planning – develop, justify and submit capital budget items in accordance with Shelby County's budgeting calendar.
- Work with Vice-Chancellor and Chief Medical Examiner to develop strategic plan for the WTRFC.
- Supervise all staff, including administrative personnel, chief death investigator and autopsy technicians
- Review, revise, and negotiate the contract with County personnel to ensure proper reimbursement for the University.
- Provides operational oversight of the WTRFC non-clinical operations policies and procedures to ensure that the goals and objectives of the office are met.
- Manages employees' performance and professional development.

- Implements and maintains quality control standards.
- Communicates with families and partners with law enforcement agencies on an as needed basis; serves as a point of contact for the office.
- Compiles reports related to cases and personnel as requested.
- Prepares and manages staff schedules.
- Provides tours, lectures and attends meetings.
- Maintain on-call status
- Coordination of payroll, accounting, purchasing of supplies and equipment

**Additional Job Skills:**

- Operations of the Medical Examiner's Office
- Management and business analysis techniques
- Personnel management
- Knowledge of Standard Medicolegal procedures

**Qualifications**

Master's Degree required. M.D., D.D.S., or Ph.D. preferred.

**Experience:** Documented leadership skills with five years of executive level experience and demonstrated knowledge of principles, methods and techniques of efficient administrative, including public relations, personnel administration, budgeting, accounting and office management. Five (5) years of increasingly responsible professional experience in public or business administration, autopsy experience preferred and at least two years in an Administrator's position in local government, public administration or any health related field with experience overseeing budget, purchasing, human resources, customer service, or related work.

**An official transcript or documentation to verify education must be submitted in a sealed envelope to the Human Resources Department prior to first day of employment if selected for a position.**

For consideration, click here to apply:

[https://ut.taleo.net/careersection/ut\\_health\\_science\\_center/jobdetail.ftl?job=16000000ID](https://ut.taleo.net/careersection/ut_health_science_center/jobdetail.ftl?job=16000000ID)