



Code: 3170
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Medical Technician and Laboratory

CLASS TITLE: DIRECTOR OF MEDICAL X-RAY SERVICES

CHARACTERISTICS OF THE CLASS

Under direction, directs and oversees the x-ray and mammography screening services provided to patients in the City's health clinics, and performs related duties as required

ESSENTIAL DUTIES

- Provides oversight and direction to Medical X-Ray Technologists operating radiographic equipment and performing general x-rays, chest x-rays and mammograms to ensure adherence to established operating procedures
- Travels to departmental health clinics located throughout the city to observe work operations and assess medical x-ray services provided to patients by staff of Medical X-Ray Technologists
- Develops and implements work standards and operating procedures to ensure compliance with federal and state quality assurance standards
- Monitors the required testing of radiographic equipment at the health clinics to ensure federal and state safety requirements are met
- Reviews staff quality assurance reports for compliance with governmental accreditation requirements
- Reviews staff radiation badges to track the level of radiation absorbed
- Plans and oversees staff training and development activities, ensuring that Medical X-Ray Technologists maintain active status accreditation and meet continuing education requirements
- Prepares the annual budget and approves expenditures for radiographic equipment and related x-ray supplies
- Monitors the ordering of x-ray and mammography supplies and inspects x-ray and mammography equipment, film and digital processors, and related equipment for proper and safe operating condition
- Prepares work reports for management review

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree, plus four years of work experience in diagnostic imaging, of which two years of work experience are in obtaining mammograms and performing quality control for mammography operations; or an equivalent combination of education, training and experience provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- Must have active status accreditation (valid state license) in medical radiography as issued by the State of Illinois at the time of hire
- Must have and maintain active Registry status with the American Registry of Radiological Technicians

- Must meet state and federal requirements for digital mammography training and continuing education and experience
- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- Medical facilities environment (e.g., health clinic)

EQUIPMENT

- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Medical testing or monitoring equipment (e.g., x-ray machines and processors)

PHYSICAL REQUIREMENTS

- Ability to walk and/or stand for extended or continuous periods of time
- Ability to make precisely coordinated movements with one's fingers
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *x-ray equipment and techniques, instruments, materials, and supplies

Moderate knowledge of:

- *applicable licensing requirements
- *applicable computer software packages and applications
- management and supervisory methods, practices, and procedures
- *applicable testing practices and procedures
- *anatomy, physiology, and medical terminology
- *accepted radiation safety practices

Some knowledge of:

- geographical locations in the City

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Medical X-Ray Technologist class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

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- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- INSTRUCTING - Teach others how to do something
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- *OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly

Other skills as required for successful performance in the Medical X-Ray Technologist class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Medical X-Ray Technologist class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Medical X-Ray Technologist class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
February, 2011