

Prairie Education and Research Cooperative
Position Description

POSITION TITLE: Director/Chief Operating Officer

REPORTS TO: PERC President of the Board
PERC Medical Director

APPROVED BY:

President of the Board: _____ Date: _____

Director/Chief Operating Officer: _____ Date: _____

POSITION PURPOSE:

Directs, supervises, coordinates, monitors and evaluates operational activities of Prairie Education and Research Cooperative (PERC) to provide quality research services.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES:

- 1.) Provides leadership for modeling PERC's philosophy and values, integrating the mission and vision into daily activities as well as future planning. Dedicates management efforts toward collaboration, innovation and enabling others by using a systems approach to continual improvement.
- 2.) Must be willing and able to incorporate PERC customer service protocols as they relate to interactions with patients, families, physicians and co-workers.
- 3.) Provides administrative support to the President of the PERC Board.
- 4.) Consults with the PERC board President, Principal Investigators, Financial Committee Members, Research Committee Members and Board Members relative to matters requiring administrative attention or decisions.
- 5.) Participates in development of PERC Board goals and implement strategies to achieve these goals.
- 6.) Participates in programs and projects designed by the members of the PERC Board.
- 7.) Participates in formulation and implementation of evaluation of capital and operating budgets.
- 8.) Develops study budgets, negotiates prices and presents to Principle Investigators.
- 9.) Conducts meetings with PERC managers and PERC board on a routine basis.
- 10.) Coordinates activities of the Research Subcommittee.
- 11.) Participates in functions of Personnel Subcommittee.
- 12.) Participates in planning, developing, implementing and/or monitoring new research projects.
- 13.) Assures strict confidentiality of sensitive material and information.
- 14.) Investigates complaints and problems, and conducts follow-up intervention or remedial strategy.

- 15.) Assesses and recommends the need for adequate space and resources to meet demands.
- 16.) Coordinates the activities of the Financial Subcommittee.
- 17.) Develops good working relationships with company representatives.
- 18.) Promotes open communication and collaborates with other department/agencies to achieve goals and maximize service.
- 19.) Assumes responsibility for compliance with OSHA guidelines.
- 20.) Assists in preparation of abstracts, grants and manuscripts generated for or by research projects.
- 21.) Plans, implements and evaluates staffing patterns to meet work demands.
- 22.) Counsels and supports PERC supervisors in matters pertaining to research projects, staffing, and personnel problems.
- 23.) Conduct performance evaluations for PERC supervisors.
- 24.) Develops and maintains standard operating procedures manual.

KNOWLEDGE AND SKILL REQUIREMENTS:

- 1.) Must have current Illinois licensure to practice professional nursing and/or must have broad managerial experience appropriate to this position.
- 2.) Must have a master's degree.
- 3.) Possess listening and communication skills (both oral and written) to decision-making and problem-solving techniques and the ability to handle stressful situations.
- 4.) Possess effective supervisory skills.
- 5.) Must have good organizational and financial skills.
- 6.) Must have good social skills.
- 7.) Computer experience desirable.
- 8.) Knowledge of basic statistics desirable.

WORKING ENVIRONMENT:

Each job requires the Director's certain demands:

A. Physical Demands

- 1.) Must possess good physical and mental health.
- 2.) Must be capable of stooping, bending, stretching, and lifting.
- 3.) Must be able to stand and walk for long periods.
- 4.) Must appear well groomed and poised at all times.
- 5.) Must possess manual dexterity to handle and manipulate equipment and appliances.

B. Mental Demands

- 1.) Must have ability to control emotions and maintain composure under stress, using tact and good judgment.
- 2.) Must be able to adjust to various personalities and situations.

C. Special Demands

- 1.) Must be self confident and maintain a positive attitude.
- 2.) Must be flexible to rotate different hours as well as be called in during emergencies to provide adequate coverage.
- 3.) Must be capable of performing in an environment that demands extreme conscientiousness, emotional stability, attention to minute details and keen observation.
- 4.) Must be able to communicate effectively with physicians, physician support, company representatives, and coworkers.
- 5.) Must work well under supervision as well as independently and be able to take constructive criticism.

D. Other

- 1.) Working indoors in well-lighted, well-ventilated, and properly heated/cooled work areas.
- 2.) Possibility of occupational exposure to blood or other potentially infectious materials, of the employee's duties.
- 3.) Possibility of injury from careless or improper handling of hazardous materials.