**PACS Administrator Standard Job Description**

**Classification Title:** PACS Administrator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

PACS (Picture Archiving and Communication System) Administrator, under general supervision, is responsible for the daily operation, management, and improvement of work processes in Radiology and the computer systems used to support Radiology operations.

**Essential Duties and Responsibilities:**

**40% Operational Oversight**

* Oversee and coordinate the daily operation, management, and improvement of work processes in Radiology.
* Collaborate with IT to ensure PACS and related services are maintained and meeting hospital needs.
* Analyze department needs for future information systems development.

**20% Technical Support and Troubleshooting**

* Respond to tech support calls and support end user problems and questions.
* Troubleshoot PACS system.
* Notify vendors of any problems and work collaboratively to solve those problems.

**10% User Training and Documentation**

* Plan and teach user training sessions on the PACS system.
* Write and update user documentation as needed.
* Make oral and written presentations to project teams and management.

**10% Application Management**

* Manage the distribution and storage of digital images from a variety of sources.
* Provide application-level PACS support, including image workflow and auto routing.
* Communicate storage and compute needs for PACS applications.
* Jointly responsible for the administration of user profiles.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience

**Required Experience:**

* Three years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**