

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CANCER REGISTRAR ASSISTANT MANAGER

POSITION CODE 05954
Effective: 1-1-12

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, serves as an assistant manager of the Illinois State Cancer Registry, directs and supervises a major program component of the Illinois State Cancer Registry, which may consist of multiple program units; supervises program staff, exercises supervisory action including performance appraisals and discipline as required; determines work priorities and completion dates; establishes quantitative and qualitative standards to evaluate the program, and develop and allocate resources.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises, directs and evaluates the cancer registrar staff involved with quality control of the registry throughout the State.
2. Develops program initiatives in behalf of the ISCR manager; assists manager in developing inter-state cooperation in providing registry data for research and other appropriate uses.
3. Participates in the development of grant proposals for new funding of ISCR projects.
4. Directs all activities related to research requests for data from the ISCR.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CANCER REGISTRAR ASSISTANT MANAGER (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in health information management, nursing or medical science.

Requires three years of progressively responsible administrative experience in a hospital tumor registry program or comparable experience.

Requires current certification in good standing as a Certified Tumor Registrar (CTR).

Knowledges, Skills and Abilities

Requires extensive knowledge of cancer registration program management, principles, standards and methods.

Requires working knowledge of the use of computers and desktop software including Microsoft Windows, Microsoft Office Suite.

Requires ability to establish and maintain public contacts and working relationships with reporting facilities, cancer registrar organizations, and staff in national standards setting organizations.

Requires ability to exercise sound judgment in analyzing, appraising, evaluating and solving problems related to cancer registry programs.

Requires ability to exercise initiative and resourcefulness in the development and completion of complex program development and coordination with other organizations.

Requires the ability to provide oral and written instructions.

Requires the ability to complete continuing education requirements.

May require a valid appropriate driver's license.