

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Director of Nursing		
TITLE CODE: 2000	SERIES: Nursing	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$23.96-\$30.86 GRADE: 25 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Public Health Director		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under policy direction of the Public Health Director is responsible for the planning, organizing, directing and financial management of a comprehensive public health nursing program for assigned local health departments. Requires the independent application of an extensive level of experienced judgment and skills. Serves as an advisor to the agency's director on all matters pertaining to nursing. Eighty to ninety percent (80-90%) of time is spent in management activities with minimal amount of time spent in direct client care.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Bachelor's Degree in Nursing from an accredited college of university.

EXPERIENCE: Five (5) years of Registered nurse (RN) experience of which two (2) years includes supervisory experience.

SUBSTITUTION CLAUSE:

EDUCATION: N/A

EXPERIENCE: Master's Degree in Nursing, Nursing Administration, Nursing Education or Public Health may substitute for one (1) year of experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) Must have RN license in Kentucky or compact state.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

Must maintain current RN licensure in Kentucky or compact state. Must complete required annual updates.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Directs the nursing component of the agency's comprehensive public health program; serves as an expert nursing resource person; establishes, interprets and disseminates agency and state policy and protocols; reviews and updates all nursing care policies and procedures; participates in the development and administration of budgets; interprets statutes and regulations that impact public health nursing; collaborates with the Public Health Director to develop service plans to assist in meeting community health care needs; assigns and oversees activities of the Nurse Administrators, Nurse Supervisors and indirectly other nursing and agency staff; assesses staffing utilization and needs; participates in the recruitment and selection of nursing personnel; may provide for orientation of new staff members; completes performance evaluations of Nurse Administrators and other staff as assigned; actively participates in quality assurance and utilization reviews; may represent the agency at state meetings or in making public health presentation.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is spent primarily inside the clinic or community setting.

ADDITIONAL REQUIREMENTS:

May be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/07

DATE OF LAST REVISION: 09/15/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.