

**DEPARTMENT:** HEALTH  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** DECEMBER 14, 2011

**DIRECTOR OF NURSING SERVICES – PUBLIC HEALTH**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional nursing position that is responsible for Niagara County Health Department division administration, operations, and financial management. The incumbent is directly responsible for all personnel under its administrative jurisdiction in order to ensure safe, effective, and efficient patient care services. The incumbent is also responsible for administering, regulating, and analyzing public health programs and activities provided by division employees or by contract, including critically analyzing the programs as they relate to the essential elements of public health. The incumbent is responsible for assisting the Director in maintaining a high standard of public health nursing services according to local community needs. The work is performed under the general supervision of the Director of Public Health with significant leeway allowed for the exercise of independent judgment in carrying out the details of the work in accordance with local, state, and federal regulations. Direct and general supervision is exercised over the work of Supervising Public Health Nurses, Public Health Nurses, Registered Professional Nurses, and clerical staff, including contracted professionals. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Plans, coordinates, and evaluates the patient care services provided through public health nursing programs by nurses and other staff, including contracted professionals;
2. Assesses health needs of the community and assists in establishing nursing programs to meet identified needs;
3. Determines the number, types of positions and supervision required to ensure that sufficient staffing is in place to meet public health program needs and makes provisions for a sufficient number of supervisory nurses to provide adequate qualitative and quantitative control of patient care services;
4. Recruits, interviews, hires, and attempts to retain staff qualified to provide the quality and quantity of services which the agency offers to patients;
5. Plans and implements orientation of new personnel;
6. Assesses staff training needs and ensures there is available in-service education specific to meeting agency responsibilities;
7. Evaluates or makes provision for the periodic evaluation of the professional activities of supervisors, nursing and other staff, and provides timely, written performance evaluations;
8. When necessary, counsels and/or disciplines employees, participates in grievance processes, and provides recommendations regarding changes to collective bargaining agreement language;
9. Prepares descriptions for each category of employed or contracted position to clearly identify the scope of practice, responsibility and accountability of the individual accepting the position;
10. Develops and recommends personnel policies to include reimbursement scales, hours of work, vacation and sick leave benefits, pre-employment and periodic physical examinations and such other conditions of employment for submission to the governing authority;
11. Prepares and manages the annual budget for the division including oversight of billing procedures for health services;
12. Develops procedures for systematic evaluation of agency program and coordinates quality assurance and quality improvement initiatives;
13. Develops agreements and contracts where applicable to provide and secure agency services;
14. Coordinates activities of the professional advisory committee with the governing authority;
15. Interprets agency services and policies to the general public, other health service providers and the recipients of agency health services;
16. Represents the Public Health Director at various local, state, and federal meetings and interacts regularly with the New York State Department of Health;
17. Interprets State and Federal regulations as they relate to public health services, ensuring that agency policies and procedures and staff activities accurately meet requirements.

**CONTINUED**

## **DIRECTOR OF NURSING SERVICES – PUBLIC HEALTH CONTINUED**

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of current nursing practice and administration, public health programs administration, health economics, and related legislation; thorough knowledge of principles of public health and community education programs; thorough knowledge of health services, resources, and programs available in the community; comprehensive knowledge of community organization; working knowledge of research methods; ability to plan, organize and supervise the work of others; ability to plan, organize, coordinate, administer and evaluate the effectiveness of nursing program plans and provision of services related to public health; ability to understand and interpret complex written and medical material; ability to establish and maintain effective working relationships with others; ability to deal effectively with the public; ability to communicate effectively verbally and in writing; ability to perform duties in accordance with professional nursing standards; ability to operate a personal computer and utilize common office software programs; ability to prepare and maintain reports; ability to prepare and deliver presentations in a clear, concise and articulate manner; ability to understand and empathize with the needs and concerns of others; acceptable mental health to carry out the responsibilities of the position; sound professional judgment; tact and courtesy; integrity; honesty; initiative; physical condition commensurate with the requirements of the position.

### **MINIMUM QUALIFICATIONS:**

### **SUGGESTED PROMOTIONAL QUALIFICATIONS:**

Four (4) years of permanent competitive status as a Supervising Public Health Nurse with the Niagara County Public Health Department immediately preceding the date of examination.

### **OPEN COMPETITIVE QUALIFICATIONS:**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Nursing **and** four (4) years of full-time paid supervisory or administrative nursing experience, two (2) of which shall have been in a health agency giving direct nursing services; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a non-nursing Bachelor's Degree **and** a Master's Degree in Nursing **and** four (4) years of full-time paid supervisory or administrative nursing experience, two (2) of which shall have been in a health agency giving direct nursing services;

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a current valid license and registration issued by the New York State Education Department to practice as a Registered Professional Nurse at time of appointment and for the duration of employment.

### **NOTE:**

A Director of Nursing Services – Public Health may not be appointed until satisfactory evidence of possession of the above requirements has been presented to and approved by the Regional Community Nursing Services Administrator as authorized by the State Department of Health. Agreed to by the New York State Department of Health and the Municipal Service Division, December 1975.