

CONCERNED WITH JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
PUBLIC HEALTH NURSING ADMINISTRATOR	\$26.56/HR/DOQ	12-05-2014

WEBER-MORGAN HEALTH DEPARTMENT - Full time with Benefits

JOB SUMMARY: Under the general direction of the Director of Health, performs administrative and professional duties in managing the Division of Public Health Nursing.

DISTINGUISHING FEATURES: Supervises and trains employees, ensures compliance with government guidelines, and coordinates programs and contracts.

MAJOR DUTIES: (Any one position may not include all the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

DIRECTS THE DIVISION OF PUBLIC HEALTH NURSING WITHIN THE WEBER MORGAN HEALTH DEPARTMENT Directs, organizes, and supervises division programs and activities by allocating resources, time, equipment, and facilities; implement policies and procedures, delegates responsibilities, coordinates activities and evaluates programs so that each program is carried out and completed within the established budgetary limits, policies, time restraints, contracts, and County policies and procedures. Plans, develops recommends, and establishes division's programs and associated goals and activities, budgets, policies, and procedures and operating standards using information gathered from reports, research, budget and program guidelines, and other appropriate information. Oversee health care and enforcement activities related to division programs by determining the nature and scope of the problem, conducting epidemiological investigations, initiating investigations, making analysis of findings, and ensuring that action is initiated through administrative and legal means. Represents the division on committees, councils, boards, task forces, and other high level groups in meetings; collaborates, coordinates and conducts liaison activities with other agencies and groups, and contacts federal, state, local officials, and business and community leaders to facilitate group interaction, motivate decision-making processes and motivate staff members and others to implement and improve programs, regulations, and policies. Prepares reports and provides consultation and information to federal, state, and county administrators, local leaders and the public for evaluation and other division purposes by locating and utilizing information sources, data and research gathered through divisional activities. Directs staff in the development and implementation of plans and procedures for enhancing the public's understanding of the Weber Morgan Health Department, its mission, and the functions it performs. Provides recommendations to the Director of Health in the establishment of continuity health goals and objectives; works closely with agency heads, federal, state, county and other governmental officials and private industry in organizing, coordinating, and implementing the programs and policies necessary to reach established health goals and objectives. Assists the Director of Health in the development and updating of the departments' mission and vision statement. Directs and supervises professional staff in the gathering of health data to support a variety of need assessments and analysis of statistical data. In conjunction with other division directors, assists the Director of Health in the development of long range strategic planning, internal organizational assessment, and related health planning. Reviews program performance and effectiveness to ensure division goals and objectives are being attained. Prepares division budget, approves purchase requests, and monitors expenditures.

ENSURES DELIVERY OF QUALITY PUBLIC HEALTH SERVICES TO THE CITIZENS OF WEBER AND MORGAN COUNTIES. Direct organize and administer: Public health nursing programs; Communicable disease control activities; and special projects such as lowering childhood obesity rates. Lead, mentor, supervise and direct other public health professionals in the accomplishment of the above.

SUPERVISES ASSIGNED STAFF Hires staff, approves job description and work assignments, establishes performance expectations, conducts performance evaluations and assures they are completed within the time frames established by County Policies and Procedures, reviews and evaluates the work of managers and other vision employees on an ongoing basis using employee consultations, established performance expectations, goals and management reports, rewards and disciplines employees performance to ensure that division program goals and objectives are achieved. Trains assistant managers and other staff and ensures division staff maintain a high level of professional competency and expertise using on the job training programs, seminars, course work, and other continuing education means. Reviews and approves employee time and attendance, work schedules, mileage, sick leave, vacation leave, leave without pay, travel and education requests. Provides support and direction in the management of employee disciplinary process involving warnings or suspension. Assures that Internal Department as well as County Policies and Procedures are followed.

REPRESENT THE DIRECTOR OF HEALTH Represents and acts as the Director of Health at his or her request on committees, boards and at meetings and when necessary makes contact with federal, state and local officials, and industry leaders. May become Acting Director of the Health Department by assignment of the Director of Health. May act for the Director of Health in planning actions by providing technical assistance to local officials

and department personnel. May act as advisor to the state legislature and other state and local statutory law and policy making bodies to ensure that the interests of the division are considered and met.

MINIMUM QUALIFICATIONS REGISTERED NURSE-Equivalent to a Master's degree from an accredited school of nursing and must be registered with Utah State Board of Nursing. AND Six (6) years nursing experience including Four (4) of these years in an administrative or supervisory capacity in public health. OR REGISTERED NURSE-Graduation with a BSN degree from an accredited four year school of nursing and must be registered with Utah State Board of Nursing. AND Eight (8) years nursing experience including Four (4) of these years in an administrative or supervisory capacity in public health or equivalent combination of education and experience.

Extensive knowledge of the nursing process. Knowledge of community health nursing and emergency resuscitation procedures; Communicable disease recognition and control; Federal, state and local government agencies and regulations related to health care; Effective public relations; Personnel management; and supervision and budget management.

Considerable skill in public relations; problem solving and working with computers and computer systems.

Ability to organize, assign and supervise work; ability to plan and develop programs to meet policy guidelines; ability to develop and carry out program services; ability to establish and maintain effective working relationships with other agencies, the public, fellow employees and clients; ability to communicate effectively, both verbally and in writing; ability to follow written and verbal instructions.

SPECIAL QUALIFICATIONS Must be licensed Registered Nurse in the State of Utah at time of appointment. Must possess a current, valid Utah drivers license and have a good driving record.

TOOLS AND EQUIPMENT USED Medical equipment, personal computer, telephone, fax machine and copier.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger. Handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is moderately noisy. Work may expose the employee to contagious or infectious diseases and may require the use of protective equipment.

POSITION IS OPEN UNTIL FILLED

COUNTY APPLICATION FORM MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING REQUIRED