



CLASS SPECIFICATION

Class Code: 0632
Date Est: 07/75
Last Rev: 5/2001
Last Title Chg:
FLSA: Exempt

DIVISION DIRECTOR – CCHS

DEFINITION

Under administrative direction, plans new programs and services and manages existing programs and functions of the Community and Clinical Health Services Division; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from an accredited college or university with a bachelor's degree in Nursing and five years of full-time progressively responsible public health experience, which includes two years of management or supervisory experience in public health; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid Nevada Registered Nurse license.

SUPERVISION EXERCISED

This class serves as the Division Director for the Community and Health Services Division in the Washoe County District Health Department.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Direct the development, implementation, and evaluation of public health nursing services and other Division programs.

Analyze data concerning community health needs and direct the development of plans to meet those needs.

Consult with other Public Health management staff to meet community health needs, evaluate the effectiveness of current public health policies and practices, and formulate new policies.

Ensure assigned program compliance with federal and state rules, regulations, and standards, including personnel and licensure requirements.

Develop policies and procedures for the division to ensure the efficient delivery of services to the community.

Direct the preparation of reports and prepare reports for division programs.

Review/revise grants, contracts, and agreements.

Consult with program staff and managers to develop grant funded and contract programs, discussing problems and changes, and reviewing compliance with program objectives.

Meet with federal and state representatives regarding grant proposals, requirements, goals, and objectives to optimize grant funding available for health related programs.

Plan, develop, and monitor the Division's budget, reviewing and approving expenditures/requisitions, analyzing cost of services, developing more cost efficient service delivery systems, and working with the Administrative Unit as necessary.

Organize, direct, and review the work of the supervisory nursing staff, including evaluating and reviewing their job performance and counseling employees and advising staff on the interpretation and application of agency policies and public health laws and regulations.

Work with the District Health Board, District Health Officer, and management staff in policy, program, and services development.

Make recommendations to the District Health Officer regarding legislative issues; testify before the legislature; and develop language for bill draft proposals and discuss issues with legislators.

Work with federal, state, and county agencies, professional groups, and other organizations concerned with the improvement of nursing and health services for Washoe County.

Represent the Division/Department and public health in high level meetings and conferences with local, state, and/or national groups, including legislative bodies.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Countywide human resources policies.

Computer software specific to the department/division.

Washoe County Division of Community and Clinical Health Services program functions and purposes.

Community resources and other social and health agencies and functions of other professionals as related to public health.

Ability to:

Plan, coordinate, and direct the operations of the Community and Clinical Health Services Division.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles, techniques, and practices of business and public health administration, including program planning and evaluation.

Principles, methods, and procedures of general nursing and public health nursing.

Federal, state, and county laws and regulations applicable to public health programs and communicable disease control.

Causes, means of transmission, and method of control of communicable diseases, including sexually transmitted diseases, AIDS, and tuberculosis.

Community and national public health problems and issues.

Principles and techniques of effective employee supervision, training, and development.

Research techniques and procedures.

Budget development, expenditure control, and grant administration.

Ability to:

Plan, organize, supervise, and administer the functions and services of Public Health Programs, including public health nursing, communicable disease control, maternal child health, and health education.

Develop, organize, analyze, and interpret statistical data.

Provide direction and supervision for staff, which includes, assigning and reviewing work, training, administering discipline, and conducting performance evaluations.

Develop and administer budget.

Be responsible for the development, maintenance, and preparation of public health statistics, medical records, and reports.

Communicate effectively, both orally and in writing.

Maintain effective working relationships and represent the Department with community organizations, Division staff, other government agencies, legislators, and the public.

SPECIAL REQUIREMENTS

(Essential duties require the following physical skills and work environment.)

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment, laboratory, and health related equipment. Work is performed in an office or clinic environment. Ability to tolerate exposure to communicable diseases.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved _____ WERCCS Job Evaluation Committee _____

Date _____ March, 2001 _____