

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: BUREAU DIRECTOR – NURSING  
CLASS CODE: 1056  
EFFECTIVE DATE: Amended 03/08/2007) Revised 04/18/2006 version)  
MARKET POINT: Based on applicable market study

DEPARTMENT:

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### **JOB SUMMARY**

Under the general direction of the Division Director, supervises assigned health programs and services in Utah County. Professional duties include training, assigning, directing, and monitoring the work of others. The Bureau Director is an expert resource in the field or department over which he or she presides.

### **CLASS CHARACTERISTICS**

This is a function manager classification level.

### **GENERAL ESSENTIAL FUNCTIONS**

- Schedules, coordinates, assigns, and evaluates the work of assigned staff.

- Plans and implements training programs for employee education and development.

- Oversees implementation of division and specific program policies and procedures for assigned program.

- Maintains current knowledge of regulatory guidelines, policies, and procedures.

- Ensures that public and staff comply with federal, state, and local regulations.

- Receives and considers suggestions and input from assigned staff.

- Proposes recommendations to the Division Director for the hiring and retention of staff.

- Recommends budget for the program and prepares annual report.

- Provides updated program information to Division Director and other Bureau Directors as needed.

- Attends meetings and seminars to maintain current professional knowledge; shares information with assigned staff.

- Coordinates services with other programs which may include community agencies or other county or department agencies.

- Coordinates activities with related state, federal, and local agencies.

- Fills in, assists, and accepts responsibilities of programs and clinics beyond those regularly assigned.

- Promotes and advertises programs.

- Orders supplies as needed for programs.

- Maintains confidentiality of client records.

- Prepares reports as required.

- Attends meeting of the nursing supervisors to assist in planning, evaluating, maintaining, and improving current programs.

- Serves on various committees as assigned within the local health department, in the community, and on the state level.

- Works as a liaison between the County Health Department, local and regional hospitals, the State Health Department, and other medical personnel.

- Responds to public health emergencies as required by the department or division administration.

- Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

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### **ESSENTIAL FUNCTIONS SPECIFIC TO ASSIGNMENT**

#### Clinic Services

Supervises the following programs and clinics for the Health Department: Cancer, Children with Special Health Care Needs (CSHCN), Women's Clinic, well-child screenings, adult and scout screenings, cholesterol screenings, the Children's Health Evaluation and Care (CHEC) Program, and other related programs as determined by the division director.

Coordinates facility usage with the Volunteer Clinic.

#### Immunization/Tuberculosis Clinic (TB)

Supervises the following programs and clinics for the Health Department: Immunizations, TB, client management and billing system, and other related programs as determined by the division director.

#### School Health

Plans, coordinates, and evaluates individual school nursing programs.

Visits each school and consults with the Health Director in evaluating the performance of each nurse.

Assists school nurses in their assignments by providing information and answering questions.

Supervises the school nursing program and other related programs as determined by the division director.

#### Child Health Services

Supervises and organizes the operation of the prenatal program Baby Your Baby (BYB), High Risk Families, Home Visitation 0-5 programs, and other related programs as determined by the division director.

Coordinates and follows up on all education efforts, the making of appropriate referrals, and case management of clients.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the health procedures and standards in assigned program; Skill in interpersonal communication to promote cooperation and compliance without enforcement actions; Ability to determine what enforcement actions are needed and when; Ability to effectively direct the work of others and to establish and maintain effective working relationships with employees, other agencies, and the public; Skill in written and verbal communication; Ability to deal appropriately with clients and employees in stressful or other undesirable situations; Knowledge of emergency health procedures; Skill in disease diagnosis, investigation, and control; Knowledge of nursing practices and procedures; Knowledge of current health issues; and Ability to share technical nursing expertise and knowledge.

### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 35 pounds; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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### **WORKING CONDITIONS**

Work is performed in an office, a client's home, library, computer room, or other environmentally controlled room; Work exposes incumbent to contagious or infectious diseases; Work may require use of protective devices such as masks, goggles, and gloves; Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions, and Work exposes incumbent to possible bodily injury from frequent travel and from interactions with clients who have problems with drug / domestic abuse and from a potentially unsafe and threatening environment.

### **EDUCATION AND EXPERIENCE**

Equivalent to a Bachelor's degree from an accredited school of nursing; and Four (4) years nursing experience including three (3) years in a public health setting. Selected applicants are subject to, and must pass, a full background check.

### **LICENSING AND CERTIFICATION**

Licensure as a registered nurse in the State of Utah; CPR and first aid certifications; and Must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.