



## CLASS SPECIFICATION

Class Code: 60000632  
Date Est: 07/1975  
Last Reviewed: 12/2024  
Last Revised: 12/2024  
Last Title Change:  
FLSA: exempt  
Probation: 12 months

### 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**

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

#### **LICENSE OR CERTIFICATE**

A valid license to practice as a Registered Nurse in the State of Nevada is required at the time of application.

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

#### **SUPERVISION EXERCISED**

Exercises direct and indirect supervision over licensed and non-licensed Community and Clinical Health Services staff at Northern Nevada Public Health.

**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 programs within the Community and Clinical Health Services division.

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.

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

Serve as Chief Nurse for the Community and Clinical Health Services division and confirm compliance with the Nevada Nurse Practice Act. 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.

Supervise and direct assigned staff, including staff selection, work assignment and review, training, performance evaluation, professional development, interpretation of agency policies and public health laws and regulations, counseling, and implementing disciplinary procedures when necessary.

Work with the District Board of Health, District Health Officer and management staff in policy, program, and services development to ensure the efficient delivery of services to the community.

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.

Collaborate 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.

The 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.

Nevada Nurse Practice Act.

#### **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 valuation 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, HIV and tuberculosis.

Community and national public health problems and issues.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

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 budgets.

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

Communicate effectively, both orally and in writing.

Establish, foster and maintain effective and positive working relationships with all those contacted in the course of work.

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

Ability to work in a professional office environment. 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.*