

Code: 7557

Title: PUBLIC HEALTH ADMINISTRATOR-NURSING SERVICES

SUMMARY: Plans, manages and directs the activities of the Public Health Nursing (PHN) section of the Pima County Health Department under the direction of the appointing authority or Chief Medical Officer. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Evaluates, plans, organizes and directs the activities of PHN programs, services and staff;
Develops and administers the section operating budget;
Directs the coordination of the fiscal and administrative activities of the section;
Directs the development and implementation of administrative procedures applicable to the section's functional areas;
Develops and implements programs to meet program and departmental goals;
Develops implementation of appropriate management function systems;
Studies, recommends and implements process improvements which affect the focus, economy and efficiency of operations of assigned programs;
Coordinates services with other outside agencies and Pima County departments;
Develops and implements new public health initiatives;
Assigns, trains, supervises and evaluates assigned staff;
Maintains required security and confidentiality of information created or encountered in assigned duties;
Creates or assures creation and maintenance of required documentation for section activities;
Provides direct professional patient/client assessments, care and treatment or referrals through contact with individuals and their families, guardians and other affected parties;
Develops, researches and reports findings from special and professional research projects.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of nursing and Public Health Sciences;
- principles and practices of public administration and public relations;
- principles and practices of leadership, management, supervision, training and evaluation;
- principles and practices for the development and administration of financial management;
- local, state and federal laws, rules, regulations and professional standards for nursing and Public Health programs;
- capabilities and use of automated management information systems;
- organization and functions of the County Health Department;
- state, federal and community resources applicable to public health programs.

Skill in:

- assigning, directing and evaluating the work of assigned staff;
- establishing and maintaining effective working relationships;
- providing professional nursing and public health nursing services to individual clients/patients, their families and other affected parties and programs;

- analyzing difficult administrative and financial problems and presenting solutions clearly and concisely;
- analyzing health care issues and defining alternative solutions;
- evaluating effectiveness and efficiency of assigned programs;
- creating and maintaining required documentation of all assigned activities;
- representing the Public Health Department and programs in a variety of forums;
- communicating effectively, both orally and in writing.

DESIRED QUALIFICATIONS:

An earned Bachelor of Science degree in Nursing (B.S.N.) from a nationally accredited college or university and five years of professional management or administrative experience in a community health center or agency, school health program/agency or public health agency.

(An earned Master's degree from an accredited college or university in nursing, public health, public or business administration may be substituted for two of the five years of desired experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: A current license to practice as a Registered Professional Nurse in the State of Arizona is required at the time of appointment, and must be maintained as a condition of employment. Failure to maintain a current nursing license may be grounds for termination. All positions require a valid Arizona Class D driver license at the time of application or appointment, and must be maintained as a condition of employment. Failure to maintain a current license shall be grounds for termination, due to the need for continuing field work.

Special Notice Items: Department of Labor Regulation CFR 1910.1030 requires notification that this classification may have a high risk of exposure to blood borne pathogens. In accordance with OSHA and Pima County guidelines, Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided. Some positions may require bi-lingual abilities in English and a second language, as determined by the Health Department.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.