



Bureau Director - Nursing

Job Description

Department: Health
Position: Career Service
Grade: 729
Supervisory: Yes
Reports to: Division Director – Nursing

Summary

Under general guidance and direction of the Division Director – Nursing, 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.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
2. Participate in staffing decisions related to hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
3. Evaluate performance and conduct performance appraisals.
4. Plan and implement training programs for employee education and development.
5. Oversee implementation of specific policies and procedures for assigned program.
6. Provide updated program information to Division Director and other Bureau Directors, as needed.
7. Ensure that public and staff comply with federal, state, and local regulations; maintain current knowledge of regulatory guidelines, policies, and procedures.
8. Coordinate activities and services with other programs, including related federal, state, and local agencies; and other county or department agencies.
9. Receive and consider suggestions and input from assigned staff to improve work processes, worksite safety, and other considerations to improve quality of services provided to the public and to increase employee engagement.
10. Recommend budget assigned program and assist with preparing the annual report; monitor and approve program-related purchase orders and expenditures.

For Office Use Only

Job Code: 1056
Job Title: Bureau Director - Nursing
FLSA: Exempt
Effective Date: 9/2/2025
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Bureau Director

11. Attend conferences, in-services, and seminars to maintain current professional knowledge; share information with assigned staff.
12. Assist with responsibilities of programs and clinics beyond those regularly assigned, as needed.
13. Promote and advertise assigned programs and available services.
14. Prepare and maintain records and reports for assigned program(s) as required, ensuring confidentiality and security of individual patient records.
15. Attend Division Administration meetings to assist with planning, evaluating, maintaining, and improving current programs.
16. Work with Utah County Health Department, Utah Department of Health, and other community partners to identify gaps in health services and programs offered to vulnerable populations and make appropriate changes as necessary.
17. Serve on committees within the Health Department, community, and at the state level, as required by position.
18. Respond to public health emergencies as required by the Department; carry mobile phone or other emergency communication devices during work hours, while under assignment, and at other times when unavailable by phone.
19. During times of emergency or pandemic, job duties may be modified as needed, and may be significantly different from primary duties.

May be assigned to one or more of the following functions:

School Nursing

1. Supervise the school nursing program and related programs, as determined by the Division Director.
2. Plan, coordinate, and evaluate individual school nursing programs.
3. Evaluate the performance of each school nurse; visit school and district administrators, as needed.
4. Provide orientation to new school nurses; plan and implement regular in-services; be available to provide guidance and direction as needed.
5. Work with UCHD Finance staff to monitor and communicate finance needs between Department and School Districts, including changes to the school nurse staffing plan.

Wellness Clinic Services

1. Supervise the following programs and clinics for the Health Department:
 - a. Women's cancer screening
 - b. Family planning
 - c. Well-child, sports, and missionary physical exams
 - d. Immigration physical exams
 - e. Cholesterol and other lab screenings
 - f. Community Health Outreach Workers

For Office Use Only

Job Code: 1056
Job Title: Bureau Director - Nursing
FLSA: Exempt
Effective Date: 9/2/2025
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Bureau Director

- g. Other related programs as determined by the Division Director
2. Work with Nursing Director and UCHD Finance staff to monitor and update necessary fee changes with both immunization and clinic services on a recurring basis, as determined by insurance companies and vaccine providers.

Immunization/Tuberculosis Clinic

1. Supervise the following programs and clinics for the Health Department:
 - a. Immunizations for children, travel, and adults
 - b. Tuberculosis screening and management
 - c. Billing services
 - d. Basic Life Support (BLS) and Cardiopulmonary Resuscitation (CPR) training for employees
 - e. Other related programs, as determined by the Division Director
2. Work with Nursing Director and UCHD Finance staff to monitor and update necessary fee changes with both immunization and clinic services on a recurring basis, as determined by insurance companies and vaccine providers.

Maternal and Child Health Services

1. Supervise the following programs and clinics for the Health Department:
 - a. Baby Your Baby (BYB)
 - b. Parents as Teachers (PAT)
 - c. Home Visitation for high risk families
 - d. Child Health Evaluation and Care (CHEC)
 - e. Other related programs, as determined by the Division Director
2. Coordinate and follow up on referrals and case management of clients.
3. Work with Nursing Director and UCHD Finance staff to monitor needs and communicate contract changes with UDOH state program and UCHD Admin, including changes to the school nurse staffing plan.

Epidemiology

1. Supervise the investigation and surveillance of reportable communicable disease outbreaks; coordinate efforts with the Utah Department of Health (UDOH) epidemiologists, laboratory personnel, and others to gather information and determine appropriate actions in conjunction with Executive Director, Medical Director, and Nursing Division Director of UCHD; report findings to appropriate persons, agencies, and the public according to guidelines.
2. Supervise the education of patients, families, and clinicians of symptoms, treatment, and prophylaxis of communicable diseases; attend regular local and state meetings.
3. Prepare and maintain accurate records and statistics regarding County communicable disease cases, ensuring confidentiality and security of individual patient records.

For Office Use Only

Job Code: 1056

Job Title: Bureau Director - Nursing

FLSA: Exempt

Effective Date: 9/2/2025

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Bureau Director

4. Work with UDOH epidemiologists to supervise local and state communicable disease surveillance efforts; oversee passive surveillance on all reportable communicable diseases, seasonal surveillance on Influenza and West Nile Virus, and active surveillance, as needed.
5. Maintain working relationships with community agencies, healthcare agencies, school districts and others who participate in surveillance efforts as well as with hospital Infection Prevention Specialists, labs, and healthcare providers.
6. Work with UCHD Emergency Preparedness team and Utah County Health Care Coalition to coordinate appropriate planning and training of emergency preparedness exercises related to communicable diseases for UCHD and healthcare providers, clinics, hospitals, labs, and other partners.
7. Review and update the epidemiological emergency preparedness sections of the UCHD Project Public Health Ready emergency plan on an annual basis.

Knowledge, Skills, and Abilities

- Knowledge of health procedures and standards in assigned program(s)
- Knowledge of emergency health procedures
- Knowledge of current nursing practice
- Knowledge of physical, mental, and community health issues
- Skilled in interpersonal and written communication
- Skilled in disease investigation control and prevention
- Skilled in emergency and first aid response
- Skilled in supervisory techniques
- Ability to make appropriate referrals
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public
- Ability to respond appropriately to clients and employees in stressful or other undesirable situations
- Ability to share technical nursing expertise and knowledge
- Ability to formulate and monitor contractual and program budgets.

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job typically operates in an environmentally controlled setting such as an office, school, or client's home but may require daily travel from one work site to another location. Clinics may be offered outdoors in inclement weather such as drive-thru immunization clinics or testing sites. This position requires frequent contact with the public, which exposes incumbent to others' illnesses and to possible high-stress or dangerous situations including confrontational, emotionally charged, or uncomfortable

For Office Use Only

Job Code: 1056
Job Title: Bureau Director - Nursing
FLSA: Exempt
Effective Date: 9/2/2025
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Bureau Director

circumstances. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals and work often requires the use of personal protective equipment (PPE) such as gowns, masks, eye shields, and gloves. Work requires visiting clients in their homes and exposes incumbent to possible bodily injury from frequent travel and from interactions with clients who may have problems with drug/domestic abuse and from a potentially unsafe and threatening environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopier, shredder, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk or table and is regularly required to stand, walk, talk, and stoop. The employee works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is occasionally required to lift, carry, push, pull, or otherwise move objects weighing up to thirty-five (35) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree from an accredited school of nursing.
2. Four (4) years of nursing experience, of which three (3) years are in a public health setting.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have supervisory or lead experience.

For Office Use Only

Job Code: 1056
Job Title: Bureau Director - Nursing
FLSA: Exempt
Effective Date: 9/2/2025
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Bureau Director

Additional Eligibility Qualifications

1. Applicant must possess either a current State of Utah Registered Nurse license, a current State of Utah Temporary Registered Nurse license, or a current out-of-state registered nurse license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Registered Nurse license during the probationary period for new hires or during the trial period for promoted County employees.
2. Incumbents must possess Basic Life Support (BLS) CPR and first aid certifications.
3. Incumbents must successfully complete annual training required to maintain licensure and certifications.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.
6. Selected applicants shall follow UCHD immunization and TB policy for healthcare workers.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 1056
Job Title: Bureau Director - Nursing
FLSA: Exempt
Effective Date: 9/2/2025
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Bureau Director