



Bureau Director - Nursing

Job Description

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

Summary

Under general guidance and direction of the Division Director – Nursing, supervises the day-to-day operations and strategic execution of assigned public health programs within the Nursing Division. Serves as an expert resource and is responsible for implementing the division's strategic plan to ensure all assigned programs are effective, compliant, and responsive to the community health needs of Utah County.

Essential Functions

Reasonable accommodation 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. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Plan and implement training programs for employee education and development.
5. Direct all operational aspects of assigned programs, including budget development and expenditure monitoring, implementation of policies and procedures, and preparation of all required records and reports.
6. Ensure all programs and staff comply with federal, state, and local regulations; maintain professional knowledge of current standards and regulatory guidelines, policies, and procedures through ongoing education, conferences, and seminars.
7. Coordinate program outreach activities and services with federal, state, and local partner agencies; promote and advertise all available programs and services to the public.
8. Foster a collaborative environment by actively seeking and acting on employee suggestions to improve workplace safety, operational processes, and service quality.
9. Perform duties and provide hands-on support for programs and clinics outside of regularly assigned responsibilities to meet the operational needs of the division, as needed.

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DOT: No
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10. Attend Division Administration meetings to assist with planning, evaluating, maintaining, and improving current programs; serve on committees at the internal, community, and state levels, as required; provide program updates to leadership.
11. 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.
12. During times of emergency or pandemic, job duties may be modified as needed, and may be significantly different from primary duties.
13. Respond to public health emergencies as required by department or division administration.
14. Carry provided communications device or other emergency communications equipment at all times, both during work hours and when unavailable by phone.
15. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

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

Administrative Operations/Opioid Prevention

1. Supervise medical billing and nursing administrative associate positions.
2. Manage the hiring and onboarding process for the nursing division in collaboration with Human Resources, including posting positions, extending offers, and onboarding new employees.
3. Direct the student and volunteer program to ensure high-quality learning experience; manage all requests, placement, and staff assignments; ensure all university partnership agreements and contracts are current and compliant.
4. Serve as the primary public health liaison to local school districts and charter schools.
5. Serve as the nursing division's Health Insurance Portability and Accountability Act (HIPAA) Compliance Officer, with responsibilities including collaborating with the Utah County Attorney's Office (UCAO) to ensure compliant policies are in place; administering annual staff training and conducting security risk assessments; proposing and implementing methods to improve patient privacy; managing the complete investigation, response, and reporting process for any privacy breach.
6. Serve as the primary Opioid Response Coordinator for the nursing division; work with health promotion, community partners, local schools, and internal health promotion teams to promote opioid prevention.

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.

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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.
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.

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.

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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
 - 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.

Knowledge, Skills, and Abilities

- Knowledge of public health nursing principles, theories, and practices
- Knowledge of emergency preparedness and public health response protocols
- Knowledge of the principles of program management, including strategic planning, budget formulation and monitoring, and quality improvement
- Knowledge of community needs assessment strategies, principles of health equity, and evidence-based approaches to public health challenges, including opioid prevention
- Knowledge of federal and state regulations governing public health, including HIPAA, patient privacy, and data security standards
- Knowledge of communicable disease surveillance, investigation, and control measures
- Knowledge of human resources principles related to hiring, performance management, and disciplinary action
- Skilled in interpersonal, written, and verbal communication
- Skilled in conflict resolution, complex problem-solving, and making sound judgments under pressure
- Skilled in leadership, supervision, personnel management, and staff development
- Ability to direct and coordinate the work of multiple complex programs and professional staff simultaneously
- Ability to interpret, explain, and apply complex regulations, policies, and procedures
- Ability to formulate contractual and program budgets effectively
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public

Supervisory Responsibility

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

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Work Environment

This job primarily 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 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 laptops, desktops, smartphones, photocopiers, shredders, 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, stoop, talk, listen, and hear. The employee works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities necessary for 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.

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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.

Additional Eligibility Qualifications

1. Applicants 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.

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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 _____

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