



Division Director – Nursing

Job Description

Department: Health
Position: Career Service
Grade: 733 (RN License)
734 (NP License)
Supervisory: Supervisor
Reports to: Executive Director – Health

Summary

Under general guidance and direction of the Executive Director – Health, supervises activities and staff of the Nursing Division and implements methods and procedures to meet population health needs and family and personal health services needs in Utah County. Ensures compliance with government guidelines and coordinates nursing programs and contracts. Represents the Utah County Health Department at State and local meetings on nursing health issues.

Essential Functions

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

1. Supervise all division activities, staff, and programs, including Clinic Services, School Nursing, Family Health Services, and population health efforts; establish program standards and guidelines.
2. Make staffing decisions for assigned personnel including hiring, training, performance evaluation, scheduling of workload, and retention; plan, implement, and update programs for employee education and development; prepare, schedule, and direct staff meetings; establish and monitor key performance indicators (KPI's) for the division.
3. Participate as a member of the Department Management Team; participate in meetings with Department Head and other Division Directors.
4. Prepare and oversee division budget; monitor and approve purchase orders and expenditures.
5. Educate staff and the public about areas of public health.
6. Serve on committees within the local health department, in the community, and on the state level, as assigned.
7. Function as liaison between the County Health Department, local and regional hospitals, the state health department, and other medical personnel; coordinate activities with related agencies.
8. Develop and implement division policies; consider employee input, as needed.
9. Ensure maintenance of excellent division services and records; audit client services, as needed.

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Public Safety: No

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

10. Ensure compliance of all division contracts; collect and maintain information, records, and reports; verify compliance with appropriate regulations.
11. Maintain updated information and knowledge on current public health issues and clinical methods by attending workshops and conferences; read professional publications, as needed.
12. Promote and advocate programs.
13. Direct patient care, including diagnosing, treating, and prescribing medication as authorized by licensure.
14. Respond to public health emergencies as required by the department or division administration.
15. Carry provided communication devices or other emergency communications equipment at all times, both during all work hours and when unavailable by phone.
16. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

Knowledge, Skills, and Abilities

- Knowledge of nursing processes including diagnosis, planning, treatment, and evaluation
- Knowledge of population health methodology
- Considerable knowledge of community health nursing
- Knowledge of financial techniques to develop and implement a division budget
- Skilled in emergency resuscitation procedures
- Skilled in disease investigation, control, and prevention
- Skilled in written and verbal communication
- Skilled in negotiation and executive management
- Skilled in facilitative and performance-based leadership
- Ability to advocate for the public health nursing profession and for population health needs
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities
- Ability to establish and monitor Key Performance Indicators (KPI's)
- Ability to appropriately respond to clients in stressful situations while maintaining professional standards
- Ability to objectively evaluate employees and make hiring and termination decisions
- Ability to communicate effectively verbally and in writing
- Ability to share knowledge and expertise with groups
- Ability to manage multiple tasks, assignments, and projects independently under pressure

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 operates primarily in a professional office 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. Work exposes incumbent to contagious or infectious diseases and may require use of protective devices such as masks and gloves. Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions. Work exposes incumbent to possible bodily injury from frequent travel and from interactions with clients who have problems with drug/domestic abuse or come from a potentially unsafe and threatening environment. 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 frequently required to stand, walk, talk, and listen. Specific vision abilities necessary for this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color and patterns. The employee may work for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file, and lift supplies up to thirty-five (35) pounds. The employee frequently drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. 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 for Registered Nurse

1. Master's degree in Nursing or equivalent.
2. Seven (7) years of nursing experience, including four (4) years in an administrative or supervisory capacity.
3. State of Utah Registered Nurse license.
1. Equivalent combinations of education and experience may also be considered.

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Required Education and Experience for Nurse Practitioner

1. Master's degree in Nursing or equivalent.
2. Seven (7) years of nursing experience, including four (4) years in an administrative or supervisory capacity.
3. State of Utah Nurse Practitioner license.
4. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants are strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

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 _____

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