

Classification Title: Director of Nursing

FLSA Status: Exempt

BRIEF DESCRIPTION: Directs and supervises activities of all nursing services by planning, coordinating, implementing and evaluating the quality of nursing care delivered.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Develops and implement an organized nursing system for the delivery of care and services.
2	M	Supervises nursing staff and oversees recruitment, retention and training of the nurses.
3	M	Ongoing participation in quality improvement process and oversees an efforts in quality improvement.
4	M	Acts as a liaison between staff and other areas within a facility and is an advisor to other disciplines.
5	L	Develops/modifies policies and procedures to be approved by the Board of Nursing and other accrediting agencies.

CLASSIFICATION REQUIREMENTS:

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Education	Master’s degree in Nursing or related health field.
Experience	Five years of nursing experience in related field.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Registered nurse, CPR/AED certification, and a valid driver’s license and a “safe” driving record.
Reading	Advanced
Math	Advanced
Writing	Advanced

Managerial	Receives limited direction.
Budget Responsibility	Has responsibility for monitoring budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact broad reaching and dynamic and may include communication specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answer questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Basic medical tools and screening equipment and computer.

PRIMARY WORK LOCATION	
X Office Environment	Shop
X Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, gown, mask, lab coat, and goggles.