

**Classification Title: Dental Director**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Provides leadership for dental patient care programs, dental health community outreach programs, employees and dental students. Acts as a resource to the agency and community on dental public health issues. Plans programs, determines outcome measures, customer satisfaction and quality assurance monitoring.

**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	Establishes program goals and objectives, needs assessment, service objectives and outcome measures. Prepares budgets and grant applications. Coordinates service and training opportunities for staff and dental students and works with outside agencies for joint program functions.
2	L	Provides direct patient care, evaluating dental and health history, specific medication needs and treatment. Develops treatment plans and provides full scope of dental services.
3	L	Coordinates all staff functions and scheduling for clinic-based services and outreach programs. Participates in clinical strategy meetings.
4	L	Oversees all program grant funds and the administration of grant programs and services. Develops and presents clinical strategies for dental services to the department, agencies and the community.

**CLASSIFICATION REQUIREMENTS:**

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Education	Doctorate in Dental Medicine or Dental Surgery
Experience	Four years of experience as a practicing dentist, to include one year in health administration.
Equivalent Education & Experience Accepted?	No
Certification and Other Requirements	Licensed Dentist by North Carolina Board of Dental Examiners and Drug Enforcement Administration Registration.

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of 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 answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	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.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Standard dental equipment, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
X Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, masks, safety glasses