

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Nurse Administrator	
<b>TITLE CODE:</b> 2003	<b>SERIES:</b> Nursing
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$30.52-37.95/HR</b> <b>GRADE: 24</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director of Nursing and/or Public Health Director	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under policy direction from the Director of Nurses and/or Public Health Director is responsible for management functions, such as planning, directing and organizing several programs provided by the local health department serving a multi-county or other geographic area. Coordinates the local health department's programs of nursing services. Supervises nurses and other staff as assigned. Limited amount of time is spent in direct client care due to the high percentage of time (app 80%) spent in management activities.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** See Special Requirements

**EXPERIENCE:** Six (6) years of Registered nurse (RN) experience in public health of which two (2) years include supervisory experience.

**SUBSTITUTION CLAUSE:**

**EDUCATION:** N/A

**EXPERIENCE:** BSN may substitute for four (4) years required experience. Master's Degree in Nursing, Nursing Administration, Nursing Education or Public Health may substitute for the five (5) years of experience.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must have RN license in Kentucky or compact state.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

Must maintain current RN licensure in Kentucky or compact state. Must complete required annual updates.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Provides basic nursing care on a very limited basis, as needed; provides overall management and guidance to the nursing programs for specifically assigned area/s; serves as an expert nursing resource person; interprets and facilitates programmatic policies and protocols to ensure uniform delivery of nursing services; anticipates potential problem situations and intervenes to offset any adverse impact, conveying specific problems to the Director of Nurses or Public Health Director; actively participates in policy development; assigns and oversees activities of the Nurse Supervisors; assures adequate coverage of services; actively participates in quality assurance and utilization reviews; prepares formal performance reports, as indicated, for local and state agencies; supervises staff training in nursing technique and procedures; completes performance evaluations for assigned staff.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is spent primarily inside the clinic or community setting.

**ADDITIONAL REQUIREMENTS:**

May be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 7/1/07

**DATE OF LAST REVISION:** 10/3/2022

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.