

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: BUREAU DIRECTOR - NURSING

Posting # 1056-0418ksa

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step 52 – 58, \$31.95 - \$36.71 per hour / \$2,556.26 - \$2,937.07 Bi weekly
Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: April 06, 2018

CLOSING DATE: April 20, 2018

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under the general direction of the Division Director-Family and Personal Health Services, supervises assigned health programs and services in Utah County. Professional duties include training, assigning, directing, and monitoring the work of others. The Bureau Director is an expert resource in the field or department over which he or she presides.

Focus: Immunization/Tuberculosis Clinic (TB)

Supervises the following programs and clinics for the Health Department: Immunizations, TB, client management and billing system, and other related programs as determined by the division director.

DUTIES INCLUDE:

- Schedules, coordinates, assigns, and evaluates the work of assigned staff.
- Plans and implements training programs for employee education and development.
- Oversees implementation of division and specific program policies and procedures for assigned program.
- Maintains current knowledge of regulatory guidelines, policies, and procedures.
- Ensures that public and staff comply with federal, state, and local regulations.
- Receives and considers suggestions and input from assigned staff.
- Proposes recommendations to the Division Director for the hiring and retention of staff.
- Recommends budget for the program and prepares annual report.
- Provides updated program information to Division Director and other Bureau Directors as needed.
- Attends meetings and seminars to maintain current professional knowledge; shares information with assigned staff.
- Coordinates services with other programs which may include community agencies or other county or department agencies.
- Coordinates activities with related state, federal, and local agencies.
- Orders supplies as needed for programs.
- Maintains confidentiality of client records.
- Prepares reports as required.

Attends meeting of the nursing supervisors to assist in planning, evaluating, maintaining, and improving current programs.

Serves on various committees as assigned within the local health department, in the community, and on the state level.

Works as a liaison between the County Health Department, local and regional hospitals, the State Health Department, and other medical personnel.

Responds to public health emergencies as required by the department or division administration.

Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: Health procedures and standards in assigned program.

Emergency health procedures.

Nursing practices and procedures.

Current health issues.

Skills in: Interpersonal communication to promote cooperation and compliance without enforcement actions.

Written and verbal communication.

Disease diagnosis, investigation, and control.

Ability to: Determine what enforcement actions are needed and when.

Effectively direct the work of others and to establish and maintain effective working relationships with employees, other agencies, and the public.

Deal appropriately with clients and employees in stressful or other undesirable situations.

Share technical nursing expertise and knowledge.

REQUIREMENTS FOR EMPLOYMENT:

Bachelors degree from an accredited school of nursing and four (4) years of nursing experience of which three (3) years are in a public health setting. Equivalent combinations of education and experience may also be considered.

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants are subject to, and must pass, a full background check.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS:

Applicants must possess current valid State of Utah Registered Nurse (RN) licensure. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.**

Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.