

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Public Health Nursing Director II  
**Department:** Health  
**Revised** : March 2010

**Class** : Professional  
**FLSA** : Exempt

*This job description supersedes any prior description for the Public Health Nursing Director II classification.*

**GENERAL DESCRIPTION**

Professional nursing work in directing the public health nursing program and other personal health programs. Direction is provided over a large number of nursing, other health professionals, and clerical personnel. While work is primarily performed on an independent basis, general supervision is received from the Public Health Director, who reviews work through analysis of reports received and through periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Plans program, directs, coordinates and monitors the total Personal Health Services programs including public health nursing, women's and children's health services, communicable disease services, adult health services, primary care services, and laboratory and pharmacy services.

Interviews applicants and makes recommendations for hire, promotion, or other status changes for staff supervised that is given particular weight by the Public Health Director.

Establishes overall goals, plans work operations, set priorities and deadlines for Personal Health Services.

Evaluates job performance and completes performance appraisals for staff supervised.

Assesses the need for personnel, space, equipment, and other resources in order to meet program goals.

Confers with the Public Health Director on a variety of matters involving Personal Health Services programs; recommends a wide variety of administrative actions involving personnel, budget and program activities.

Interprets departmental policy to subordinates; establishes and maintains standards of quality and quantity of services rendered by subordinates; initiates and monitors subordinate staff development through evaluation, training, and counseling.

Writes grant proposals and develops new program initiatives.

Verifies all nursing licenses on an annual basis.

**OTHER JOB FUNCTIONS**

Represents Health Department on various community and professional boards and services.

Performs related duties as required.

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*Management reserves the right to add or amend duties at any time.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles, practices and procedures of public health nursing operations and supervision at the local government level.

Thorough knowledge of the organization, planning and direction of a comprehensive public health nursing program at the local government level.

Thorough knowledge of the available and related public health resources and organizations in North Carolina.

Thorough knowledge of public health administration at the local government level.

Ability to plan, coordinate, supervise and monitor a comprehensive public health nursing program and assigned staff.

Ability to analyze community and staff resources and situations and effectively plan and effect change.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with other health professionals, fellow employees, the general public and professional and service organizations.

### **PHYSICAL REQUIREMENTS**

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Master's Degree from an accredited college or university in Nursing, Public Health, Public Health Administration, or related area, and four years of experience in public health nursing to include at least one year of supervisory experience in public health; or graduation from an accredited four year college or university with a BS Degree in Nursing which includes a PHN rotation and five years of PHN experience to include three years of supervisory experience in public health; or graduation from an accredited school of professional nursing, six years in public health nursing experience to include three years of supervisory experience in public health nursing; or an equivalent combination of education and experience. Must be licensed to practice as a Registered Nurse in North Carolina by the NC Board of Nursing. A valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**