

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Public Health Nursing Supervisor II  
**Department:** Health  
**Revised** : August 2013

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

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

**GENERAL DESCRIPTION**

Advanced level nursing supervision over a variety of programs employing nursing services personnel on varying levels. Employee may be responsible for a major division of the nursing program. An employee in this class works with considerable independence. Supervision is exercised over a moderate sized staff of health care personnel. Supervision of a general nature is received from the Public Health Nursing Director II, who reviews work through analysis of written reports 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.)

Programs, supervises, monitors, controls and evaluates a wide variety of public health service programs; assists in the planning of long term nursing resources utilization; establishes goals and objectives of assigned area; sets work standards and adjusts them as necessary with the approval of the Public Health Nursing Director II.

Plans work/clinic schedules and evaluates work load of assigned staff in conjunction with other supervisory staff.

Evaluates and identifies the need for staff training and development; reviews work of individual staff members and completes performance appraisals; counsels staff as needed and issues oral and written warnings; assists in decisions relating to hiring, firing, promotions, work assignments, and salary adjustments.

Writes local policies, procedures, and standing orders for assigned programs; develops short and long term program changes; evaluates programs and identifies problems; makes recommendations and implements program changes.

Reviews patient records for accuracy, quality, and client progress.

**OTHER JOB FUNCTIONS**

Maintains a variety of records; prepares a variety of reports.

Performs related duties as required.

*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 the administration and organization of a public health nursing program.

Thorough knowledge of public health nursing and the supervision of programs and staff.

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Considerable knowledge of current social and economic problems pertaining to public health.

Considerable knowledge of state and federal laws relating to public health.

Thorough knowledge of the community and its resources.

Ability to plan, coordinate, and supervise the work of others.

Ability to communicate effectively, orally and in writing.

Ability to exercise sound judgment in appraising situations and making decisions.

Ability to plan and execute work effectively and to deal tactfully with the public and other health professionals.

Ability to establish and maintain effective working relationships with county employees, patients, public, and community groups.

### **PHYSICAL REQUIREMENTS**

The work in this class 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 is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

### **MINIMUM EXPERIENCE AND TRAINING**

Graduation from an accredited four year college or university with a BS Degree in Nursing which includes a PHN rotation and four years of Public Health Nursing experience including one year of experience in a supervisory capacity; or graduation from an accredited school of Professional Nursing and five years of professional nursing experience, four of which must have been in public health including one year of experience in a supervisory capacity; or an equivalent combination of education and experience. Must be licensed to practice as a Registered Nurse by the North Carolina Board of Nursing. A valid driver's license is required.

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