



Code: 3758
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health Nursing

CLASS TITLE: DIRECTOR OF PUBLIC HEALTH NURSING

CHARACTERISTICS OF THE CLASS

Under general direction, administers the activities of the Department of Health's Public Health Nursing Division, and performs related duties as required

ESSENTIAL DUTIES

- Establishes and implements policies and procedures related to public health nursing programs
- Integrates changes in nursing services to coincide with organizational goals
- Collaborates with outside agencies, organizations, and professional groups to meet community health needs through public health nursing services
- Establishes and implements standards for nursing practices
- Advises City departments and governmental agencies regarding public health nursing
- Ensures the efficient performance of nursing staff
- Determines clinical and administrative goals and objectives for nursing services
- Conducts staff meetings to review and modify nursing services
- Represents the department on matters of nursing at local, state, and national community organizations
- Oversees preparation and management of the division's annual budget

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- A Bachelor of Science degree in Nursing (BSN) accredited by the National League for Nursing (NLN) or an approved foreign credential evaluation and a Master's degree in Nursing or Public Health, plus five years of public health nursing experience, of which three years are in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

- Must be licensed to practice as a Registered Nurse in the U.S.
- Must possess a valid State of Illinois Registered Nurse license at the time of employment

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *nursing principles, practices, and procedures
- *medical terminology, conditions, testing, treatments, standards, and procedures
- *public health care trends, issues, programs, and services

Advanced knowledge of:

- *management and supervisory methods, practices, and procedures

Considerable knowledge of:

- *applicable licensing requirements
- training methods, practices, and procedures

Moderate knowledge of:

- *applicable federal, state, and local laws, regulations, and guidelines
- budget preparation and budget management methods and procedures
- funding sources and grant preparation and administration methods and procedures
- public administration principles, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Assistant Director of Public Health Nursing class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *INSTRUCTING - Teach others how to do something
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Assistant Director of Public Health Nursing class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Assistant Director of Public Health Nursing class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Assistant Director of Public Health Nursing class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

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