



Code: 3759
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health Nursing

CLASS TITLE: ASSISTANT DIRECTOR OF PUBLIC HEALTH NURSING

CHARACTERISTICS OF THE CLASS

Under direction, assists in managing and directing the Public Health Nursing Division's functions, services, and programs within the Department of Health, and performs related duties as required

ESSENTIAL DUTIES

- Assists the Director of Public Health Nursing in directing and managing nursing program operations to ensure the efficient delivery of quality nursing services to patients
- Confers with program directors and nursing supervisors regarding the efficient allocation of nursing personnel in an assigned region or program area and recommends staffing levels to meet service goals
- Participates in the revision of existing and the development of new nursing protocols and policies
- Prepares and oversees the preparation of budgets for nursing and case management programs and ensures the appropriate distribution of budgetary funds
- Oversees staff administering budgets by monitoring and approving expenditures and preparing required financial reports
- Develops and implements billing procedures to receive reimbursement from state and federal agencies for nursing services provided to clients
- Prepares various programmatic and statistical reports assessing nursing programs and revenues generated
- Directs the recruitment, selection, and placement of professional nurses
- Participates in the interviewing and selection of candidates for senior nursing management positions
- Works with the Director of Nursing in establishing performance standards for supervisory and senior nursing management staff
- Administers labor relations functions for the division, working with appropriate City and bargaining unit representatives to respond to and resolve union grievances and related union and personnel issues
- Directs division staff working in various department programs and facilities (e.g., primary care clinics, neighborhood health centers, clinic for family case management, healthy child care program) and staff performing administrative support functions
- Represents the Director at meetings and conferences, as required

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

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Health, plus three years of public health nursing experience, of which two years are in a supervisory role relate 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

Considerable knowledge of:

- *management and supervisory methods, practices, and procedures

Moderate knowledge of:

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

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- budget preparation and 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 Public Health Nurse IV 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 Public Health Nurse IV 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 Public Health Nurse IV 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
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Public Health Nurse IV 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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