

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Adopted: 8/12/99

ASSISTANT DIRECTOR OF PATIENT SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative and supervisory nursing position involving responsibility for assisting in planning, initiating and directing a public health nursing program designed to meet local needs. Responsible for professional and non-professional nursing activities. This position has direct responsibility for all professional and non-professional personnel under its administrative jurisdiction in order to assure safe, effective and efficient comprehensive nursing care. This position is performed with wide latitude for instructing and making assignments to subordinates. Works under the general direction of the Director of Public Health Nursing. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the Director of Public Health Nursing in planning, initiating and directing the nursing program;
Acts for the Director of Public Health Nursing in her absence;
Assists in developing and evaluating the nursing service, in relation to the total health program;
Plans and coordinates in-service education programs for nursing staff, provides educational guidance for nursing staff;
Assists in planning with universities for the implementation of student education programs;
Participates in recruitment, employment and assignment of nursing staff;
Reviews and compiles reports;
Participates in professional conferences;
Develops manuals, guides and other informational materials for use by nursing staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of current nursing practice and administration, public health programs and administration, and health economics and legislation; comprehensive knowledge of community organization; working knowledge of research methods; ability to plan, organize and direct the activities of others; ability to interpret existing and proposed health programs as they affect nursing; ability to work cooperatively with other; ability to communicate effectively; ability to perform duties in accordance with ANA Code for Professional Nurses; acceptable physical and mental health to carry out the responsibilities of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Nursing or from a four (4) year approved professional school of nursing **AND** four (4) years of experience in professional Nursing activities, two (2) years of which shall have been in a supervisory position; **OR**
- (B) Graduation from an approved three (3) year school of professional nursing **AND** five (5) years of experience in professional nursing activities, two (2) years of which shall have been in a supervisory position; **OR**
- (C) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Nursing or from a two (2) year school of professional nursing **AND** six (6) years of experience in professional nursing activities, two (2) years of which shall have been in a supervisory position;

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment.