

DEPARTMENT: HEALTH DEPARTMENT
CLASSIFICATION: COMPETITIVE
APPROVED: JUNE 16, 2014

DIRECTOR OF OPERATIONS - NURSING DIVISION

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position that involves direct responsibility for the daily operations of the Nursing Division. The position is responsible for matters related to personnel, budget, office procedures and policies. The incumbent works under the general supervision of the Director of Nursing Services – Public Health and supervises office or clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Interviews candidates for employment and performs reference checks;
2. Monitors progress of positions through various committees;
3. Coordinates with Human Resources/Civil Service Department as required;
4. Works with Audit Department and Fiscal Administrator dealing with day-to-day contracts;
5. Reviews budget monthly, secures budget estimates, recommends budget resolutions and develops annual budgets;
6. Directs billing communication with insurances;
7. Assists billing department with collections on unpaid accounts;
8. Monitors productivity of staff/programs and sets capacity goals;
9. Assists in updating and streamlining patient care records;
10. Prepares updates for policy manual and information distribution;
11. Assists medical advisor in the review and setup of policy governing nursing activities;
12. Oversees Compliance Program for the Nursing Division.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of business administration, personnel placement and billing practices including budgeting and appropriation practices; good knowledge of interpersonal communication skills; good knowledge of computers and management information systems; knowledge of health care reimbursement systems; ability to be self-directing; ability to assimilate large quantities of diverse information; ability to establish and maintain cooperative relations with other governmental and private agencies; possession of good judgement and decision making abilities; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Business, Nursing or a Health related field **AND** one (1) year of full-time paid experience in personnel, management, or supervision.