



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 705.5

Job Title: **OPTOMETRIST**

Pay Grade: 31

### **GENERAL SUMMARY:**

Provides optometry services as an eye care licensed professional who examines, diagnoses, and treats disorders and diseases of the eye.

Optometrists provide a wide range of services which can include comprehensive eye exams, diagnosing eye abnormalities, prescribing medications to treat ocular conditions, prescribing corrective lenses and training other support personnel. Optometrists may supervise other eye care professionals, administrative or other support personnel.

### **RESPONSIBILITIES:**

- Interviews, examines, diagnoses and treats patients using professional medical procedures in accordance with the Texas Optometry Board.
- Develop policies and protocols for the Program in accordance and compliance with the Texas Optometry Act.
- Recruit and schedule optometrists and optometry students/externs to provide services for the program.
- Provide clinical oversight and direction to contracted Optometrists who provide vision services in the Program.
- Serve as attending optometry physician for all optometry students providing patient care.
- Enroll and serve as provider of record for billing purposes for the optometric practice of the assigned department.
- Conduct trainings for support personnel who perform pretesting during program clinics and train optometrists on program clinic protocol/expectations.
- Oversee set up of vision clinic for optometric services during program clinic sessions.
- Oversee and provide quality assurance for clinical referrals made during program clinic sessions.
- Provide care for program clients referred for follow-up from program clinics.
- Prepare and maintain daily reports.
- Serve as supervisor to support and front-line staff on multiple teams.
- Maintains professional licensure and keeps abreast of recent developments in field of practice.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Doctor of Optometry (OD) degree from an accredited optometry program.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Two years of experience as an Optometrist.

### **LICENSE:**

Must possess a state-issued license for O.D. and optometry.

### **COMPLEXITY:**

Work is very non-standardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.

### **IMPACT OF ACTIONS:**

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. Work is typically performed with policy direction and the individual sets virtually all the objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves direct supervision of other eye care professionals, administrative and other support personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature, such as cuts, bruises and minor burns.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

## **MISCELLANEOUS:**

All duties and responsibilities may not be listed in the above job description.

## **JOB FAMILY:**

Optometrist