



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 723.8

Job Title: **PUBLIC HEALTH NURSING CHIEF**

Pay Grade: 27

### **GENERAL SUMMARY:**

Plans, develops, implements and coordinates public health nursing services within the Health Department and the City of Houston.

### **RESPONSIBILITIES:**

- Directs activities, schedules and assignments of the nursing division staff.
- Interviews and recommends employment and termination of employees.
- Assists in budget preparation for the division budget and administers programs within budgetary limitations.
- Serves as nursing advisor to other division personnel and assists in formulating general policy and related nursing programs for the Health Department.
- Devises, initiates and monitors on-going, in service and continuing education programs made available to citizens.
- Coordinates activities in specific health centers. Assigns nursing personnel to all health centers.
- Directs nursing phases of Civil Defense and disaster relief control and coordinates the activities with the overall Health Department plan.
- Participates in professional education activities involving schools of nursing and other public health institutions.
- Represents the Health Department in community functions and other similar activities.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor of Science degree in Nursing. A Master's degree is preferred. Must be licensed to practice as a registered nurse in the State of Texas.

#### **EXPERIENCE:**

Six years of experience in general health nursing are required, including four years in positions of leadership/administration.

A Master of Science degree in Nursing and four years of experience in public health nursing may be substituted for the experience requirement.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and nonsupervisors, if applicable). This position strongly requests personnel actions such as hirings, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **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 moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

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

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

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

### **JOB FAMILY:**

- Public Health Nurse I
- Public Health Nurse II
- Public Health Nurse III
- Public Health Nurse IV
- Chief Nurse, RN
- Public Health Nursing Chief