



## CLASS SPECIFICATION

**Class Title:** Bureau Manager, Clinical Services  
**Department:** Health  
**FLSA:** Non-exempt

**Class Code:** 5579  
**Grade:** 26  
**Eff. Date:** 06/20/2006  
**Revised:** 02/16/2023

### GENERAL PURPOSE

Under the general guidance and direction of the Family Health Division Director, performs administrative and managerial duties in planning, developing, organizing, supervising, and evaluating family health activities in Davis County.

### EXAMPLES OF DUTIES

Plans, manages, supervises, and evaluates programs related to Immunizations and Maternal/Child Health activities, and other public health programs for Davis County. Implements program activities in accordance with contractual and legal requirements.

Hires, trains and supervises employees; assigns and evaluates work; provides technical assistance; promotes professional development to support agency philosophy. Schedules assignments and determines staffing needs; develops annual plan; provides monthly staff training; ensures staff attend required trainings.

Evaluates program data and outcomes; shares appropriately with team and partners. Utilizes and implements quality improvement strategies.

Assists in developing measurable outcome goals for Family Health programs and evaluates programs by developing and administering evaluation tools. Analyzes quantitative and descriptive data, and based on analysis, recommends programmatic changes. In response to community assessments and data, develops Immunization Activity Plan (IAP) and programs to meet the needs of County residents.

Prepares reports and participates in developing short and long range plans; establishes measurable goals and objectives in collaboration with administration and staff that support the mission of the Health Department; develops performance plans.

Assists with the promotion of Immunizations, Maternal/Child Health and other health discussions in schools and community agencies and organizations, maintaining the cooperation and interchanges between the public, civic organizations, volunteer and professional organizations.

Coordinates, develops, implements, and directs training programs for professional staff, volunteers, and students such as nursing students, medical students, and other public health students.

Supervises nurses and on occasion may perform duties of a registered nurse, including assessing, educating, referral, providing immunizations, and other direct care as defined by the Utah State Nurse Practice Act, and completes home visits according to best practices guidelines and national standards. Assures program information to community reflects current and accurate knowledge of Immunizations and Maternal/Child Health issues.

Assures provision of culturally competent services. Identifies high-risk populations and develops outreach activities to meet needs of target groups.

Consults with State and local government/school officials and other community organizations regarding division programs as assigned and other matters related to health care service delivery. Collaborates with agencies to identify barriers to receiving health care.

Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

Graduation from an accredited college or university with a Bachelor's degree in nursing, plus five (5) years of full-time experience as a registered nurse, OR four (4) years of full-time experience as a registered nurse plus one (1) year of supervisory experience. A Master's Degree from an accredited college or university in nursing, public health or a directly related field may be substituted for two (2) years of experience. An acceptable combination of education and experience may be considered.

***Preference given for*** experience in public/community health including immunizations and home visitation, supervisory experience in program management with one-on-one supervision.

### **2. Special Qualifications:**

Must possess and maintain a valid and current Registered Nurse License issued by the Utah Division of Occupational and Professional Licensing.

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

### **3. Necessary Knowledge, Skills and Abilities:**

***Knowledge of:*** immunizations, vaccine preventable diseases, nursing theory and practice; epidemiology; communicable disease control; sanitation; nutrition; safety; ethnic health and nutrition practices; public health theory and practice; population based nursing practice and health education; current health issues; social marketing theory; application of principles and practices of effective management and supervisory theory; group dynamics; quality assurance; budgeting/financial management; applicable Federal, State, and local regulations; Health Department policies, procedures, and practices; community resources, allied groups, and agencies relating to human services; Davis County Personnel Policies and Procedures.



## CLASS SPECIFICATION

**Skill in:** using all applicable computer hardware and software programs and applications including Microsoft Word and Excel; using common office equipment including a multi-function copier, fax machine, multi-line telephone and 10-key calculator.

**Ability to:** assign, supervise, and evaluate the work of others; address performance problems without delay; exercise sound judgment; work with diverse groups; set measurable public health performance goals; set and apply strategic planning and financial principles; investigate, analyze and solve problems; organize, plan and set priorities; properly handle sensitive information and maintain strict confidentiality; communicate effectively (orally and in writing); follow written and oral instructions; effectively use technology (i.e., applicable computer hardware and software applications); establish and maintain effective working relationships with supervisors, other employees, clients, State and local health departments, other health agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***