



MIAMI COUNTY PUBLIC HEALTH
Assistant Director of Nursing/ Director of Nursing

Division: Nursing

Reports to: Director of Nursing

Position: Classified, benefits-eligible based on hours

Hours: 40 hours per week, some weekend and evening hours

Salary: Range \$27.98-\$43.43 per hour commensurate with experience and skills

JOB RESPONSIBILITIES:

Under the general direction of the Director of Nursing, the Assistant Director of Nursing, is responsible for assisting with planning, directing, managing and overseeing the activities and operations of the Nursing Division for Miami County Public Health and the Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer, and other related duties as requested by Nursing Director. **THE PERSON CHOSEN FOR THIS POSITION WILL ASSUME THE ROLE OF DIRECTOR OF NURSING UPON RETIREMENT OF THE CURRENT DIRECTOR OF NURSING BEGINNING 1/1/2022**

QUALIFICATIONS:

Required:

- Registered Nurse license pursuant to section 4723.13 of Revised Code.
- A valid Ohio driver's license and ability to maintain a driving record that meets the insurability requirements of the District's insurance provider. Must be able to provide a private vehicle for job use.
- Bachelor's Degree in Nursing
- Minimum of eight (8) years' experience in the nursing field or an equivalent combination of education, training, and experience. Prefer at least two (2) years of supervisory or administrative responsibility.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be able to communicate effectively in written and oral form, be able to work independently as well as within a team and have an appreciation for public health and its role in the community. Must be able to prepare meaningful, concise and accurate reports.

To apply, send cover letter, resume', and application to:

Dennis R. Propes, RS, MPA
Health Commissioner
510 West Water St. Ste. 130
Troy, Ohio 45373
dpropes@miamicountyhealth.net

Application can be downloaded at: www.miamicountyhealth.net – Employment Opportunities.

Miami County Public Health is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age disability or military status in employment or the provision of services. Our agency is committed to the recruitment of diverse individuals who can offer different talents and perspectives to assist us in accomplishing our agency's mission, vision, and fulfillment of the five core commitments.

posted 9/10/2021 posting ends: Until Filled, First Review 9/24/2021