

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory administrative position involving responsibility for assisting the Director of Nursing Services in planning, supervising and administering institutional professional and non-professional nursing activities. Work is performed under general supervision of the Director of Nursing Services with wide leeway allowed for exercise of independent judgment. Supervision and direction is exercised over all nursing services personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Collaborates with the medical staff in providing adequate nursing services;

Assigns work, supervises staff, prepares performance evaluations and instructs or assists the nursing staff on nursing problems and unit management and related activities;

Coordinates the services rendered by other departments in the interest of effective management and welfare of the residents;

Confers with facility administrative and professional personnel to assist in establishing and reviewing policies, programs and procedures;

Identifies nursing management and administration issues for resolution in either the labor/management or collective bargaining process;

Acts as Director of Nursing Services in the absence of the Director;

Promotes and maintains good relationships with residents and their relatives and friends as well as staff;

Plans, directs and participates in the in-service training program, including orientation of new nursing personnel and continuing staff development;

Conducts correspondence, keeps records and submits a variety of reports related to the nursing services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; good knowledge of modern principles and practices of nursing administration; good knowledge of institution business management practices relating to nursing services; ability to supervise the administration of therapeutic measures prescribed; ability to secure the cooperation of others; good organizing ability; demonstrated ability to supervise the work of others; mental alertness; cheerfulness; patience; emotional stability; sympathetic attitude toward the sick; and sensitivity to cultural diversity issues.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Nursing and four (4) years of progressively responsible experience in professional nursing activities, two (2) years of which shall have been in a supervisory position; or
- (B) Graduation from an approved three (3) year school of professional nursing and five (5) years of progressively responsible experience in professional nursing activities, two (2) years of which shall have been in a supervisory capacity; or

(C) Graduation from a regionally accredited two (2) year college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Nursing and six (6) years of progressively responsible experience in professional nursing activities, two (2) years of which shall have been in a supervisory position.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Reviewed and revised: 01/15/2015

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in Classplan on 2/1/08

Revised and Replaced in Classplan on 01/15/2015

Revised in Classplan: 10/6/2022

Revised and Replaced in Classplan: 10/4/2024 (Edu)