



**West Valley - Mission**

Community College District

## CLASS SPECIFICATION

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### **EXECUTIVE DIRECTOR, HEALTH SERVICES**

Academic Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 30

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#### **DEFINITION**

To provide leadership and to plan, organize, direct, and review the activities and operations of the health services division including clinical practice, mental health/counseling, and wellness education; to coordinate health services activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the Associate Vice Chancellor, Public Health and Safety.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Associate Vice Chancellor, Public Health and Safety.

Exercises direct supervision over assigned management, professional, technical and administrative support staff.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Develop, plan, and implement division goals and objectives; recommend and administer policies and procedures.

Coordinate health services activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the Associate Vice Chancellor; prepare and present staff reports and other necessary correspondence.

Direct, oversee, and participate in the development of the health services work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Supervise and participate in the development and administration of the health services budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate, and evaluate staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Develop and monitor standard procedures and protocols consistent with the California Nursing Practice Act; maintain a secure and accurate system of health records in accordance with Health Insurance Portability and Accountability Act (HIPAA).

Perform clinical duties, including physical and mental health assessment; administer appropriate treatment in accordance with professional licensure, established guidelines and protocols.

Research, and maintain a current referral list of student insurance plans.

Consult and coordinate with local health officials with regard to prevention and control of communicable diseases; establish district-wide preventive programs and procedures.

Develop, monitor, and maintain first aid and CPR training as appropriate; oversee the monitoring and maintenance of first aid kits and AEDs throughout the district.

Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary; ensure compliance with state, federal and local reporting requirements.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of student health and wellness, including medical practice laws and ethics, infection control practices, and public health reporting requirements.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent local, state, and federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration, and personnel management.

Principles and practices of budget preparation and administration.

**Ability to:**

Plan, direct, and control the administration and operations of the health services division.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and administer division budgets.

Develop and implement division policies and procedures.

Perform clinical skills including physical and mental health screening and assessment, nursing care, CPR, and first aid as appropriate in providing episodic care.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply district and division policies, procedures, rules and regulations.

Supervise, train, and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

### **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Seven years of increasingly responsible experience in healthcare, including two years of administrative and management responsibility.

#### **Education:**

Equivalent to a Master's degree in nursing from an accredited college or university OR a Bachelor's degree in nursing and a Master's degree in a related field.

### **License and Certificate**

Possession of, or ability to obtain, an appropriate, valid California Public Health Nurse certificate.

Possession of, or ability to obtain, a valid and current California license as a Registered Nurse.

Possession of, or ability to obtain, a valid California Nurse Practitioner license and certificate is desirable.

Possession of, or ability to obtain, a valid California driver's license.

*EEO Category: Executive/Administrative/Managerial*

*Date Approved: August 10, 2022*