

## County of Los Angeles – Department of Public Health

### Vacancy Announcement

Office of Organizational Development and Training

#### **Assistant Nursing Director, Administration**

The Assistant Nursing Director, Admin will serve as the Director of Organizational Development and Training. This is a management-level position located in the Department of Public Health. This position reports to an executive-level position in the Department of Public Health and is responsible for directing a program comprised of multiple units.

#### ESSENTIAL JOB FUNCTIONS

- Directs a staff of 20 licensed clinical, professional and support staff in assessing, planning, implementing and evaluating organizational development and training activities for the Department of Public Health
- Researches, analyzes, and makes recommendations regarding the use and deployment of resources and the implementation and refinement of operations and programs having department-wide impact within the Department of Public Health
- Participates in the planning, implementation, and evaluation of public health prevention programs and policy initiatives and research grant opportunities and prepares grant applications
- Directs the preparation of the budget for the program, defends the budget in departmental hearings, and assures personnel and other resources are aligned with the budget
- Develops, plans, directs and executes major activities targeted at improving organizational infrastructure; administrative manages large-scale projects with multidisciplinary staff
- Presents to a broad range of audiences including community and professional groups, policymakers and other stakeholders
- Evaluates the effectiveness of existing organizational development programs and standards and develops plans of action for enhancing performance of the department through organizational effectiveness and workforce excellence efforts
- Participates in the development of departmental-wide goals and implementation of the strategic plan
- Develops, implements, and evaluates educational curriculum targeting entire public health workforce

#### DESIRABLE QUALIFICATIONS

- A Master's degree in Public Health from an accredited college or university
- 2 years of highly responsible and complex administrative and management responsibilities
- Excellent oral and written communication skills
- Training and experience in project management and grant administration
- Experience working in a public health organization
- Experience communicating on a myriad of highly complex and sensitive public health issues at all levels of the organization
- Experience coordinating public health projects

**Persons interested should submit a resume, cover letter, the narrative portion and rating of your last two Performance Evaluations and your time record for the last 12 months to:**

[dtreece@ph.lacounty.gov](mailto:dtreece@ph.lacounty.gov) : Dawna Treece 213-637-3947

The Division is willing to consider interviewing someone at the level of a Program Specialist, PHN or higher, if the individual meets the minimum requirements of an Assistant Nursing Director, Administration classification.

This is not an announcement for an examination. 06-2015