

Assistant Director, Nursing/Allied Health
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the general direction of the assigned supervisor, the Assistant Director of Nursing/Allied Health oversees the operation and activities of assigned functions within the Nursing/Allied Health office; assists in planning and implementing departmental procedures.

Examples of Duties

1. Provides direction, management, and support for assigned operations within the Nursing/Allied Health office, including performance evaluations, veteran eligibility, and other functions.
2. Assists in developing, planning, writing, and implementing departmental procedures, goals, and objectives.
3. Enforce policies and regulations as required.
4. Provide advice and consultation related to various aspects of Nursing/Allied Health to other campus managers.
5. Supervise the maintenance, evaluation, and certification of student records and eligibility for benefits from other agencies and programs.
6. Supervise assigned employees within the Nursing/Allied Health office, participates in selecting personnel, schedules, assigns work, and ensures proper staffing levels and workloads.
7. Direct, evaluate, and train assigned personnel to ensure the consistency and accuracy of activities.
8. Assist with the review of office procedures for the Nursing/Allied Health systems and record operations. Recommends appropriate changes.
9. Provide monthly year-end and various reports as required.
10. Participate in budget preparation; prepares cost estimates for budget recommendations; submits justifications for budget items; monitor and controls expenditures and budget accounts.
11. Performs computer operations to update student records and verify student information; enters and retrieves various information and reports as necessary.
12. Oversees the maintenance of student records and processing of attendance and enrollment figures.
13. Serve on college committees as required.
14. Supervise processes related to clinical coordination, clinical placement, and health/safety records.
15. Respond to and resolve inquiries and complaints from students, administrators, staff, and faculty.

16. Oversees and coordinates special events such as graduation, and national recognition of Nursing/Allied Health programs
17. Supervises data processing, scanning, imaging, and record retention procedures related to the Nursing/Allied Health office.
18. Will perform other duties as assigned or required.

Minimum Qualifications

- Bachelor's Degree from an accredited college/university with major coursework in a related field and three years of increasingly responsible professional level experience in nursing or a related field.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college.

Desirable Qualifications:

- Master's Degree
- Leadership experience reasonably related to the assignment.

Knowledge and Abilities

Knowledge of:

- Nursing/Allied Health laws and regulations pertaining to California Community College requirements
- Course descriptions and articulation agreements.
- Mission, procedures and operations of California Community Colleges.
- Principles and practices of supervision, training, and evaluation
- Graduation and transfer requirements for various four-year colleges and universities.
- Pertinent federal, state, and local laws, codes, and regulations.
- Policies and procedures about grading practices.
- Modern office procedures, methods, and computer equipment.
- Principles and functions of recordkeeping.
- Business writing and report preparation.
- Budgeting procedures and techniques.
- Principles of training and providing work direction to others.
- Basic mathematical principles.

Ability to:

- Evaluate student records for graduation and transfer requirements.
- Demonstrate leadership abilities
- Envision and effectively organize and supervise the day-to-day operation of assigned area. Develop, implement, and assess program goals and outcomes.

- Interpret the District's policies and procedures on grading practices.
- Perform responsible and technical duties involving the use of independent judgment.
- Respond to requests and inquiries from administrators, faculty, staff, and students.
- Assist with the preparation and administration of the department budget.
- Provide work direction and train assigned staff.
- Communicate effectively both orally and in writing.
- Ability to plan and organize work. Prioritize and schedule work; train and provide work directions to others.
- Ability to maintain records and prepare reports and procedural documentation
- Establish and maintain cooperative and effective working relationships a variety of college staff and community partners.
- Ability to represent the college in a professional manner.
- Ability to demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.
- Interpret requirements for accrediting agencies for the Health Science programs.

Working Conditions

Environment: Office

Licenses: Valid California driver's license.

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.

2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

R.5/2023