**CLASS SERIES CONCEPT AND ACCOUNTABILITIES**

The Nursing Administrator sets the direction, goals, and objectives of nursing services programs and activities to ensure the effective treatment and delivery of care. These positions oversee and supervise a variety of nursing providers, such as Registered Nurses, Licensed Practical Nurses, and Mental Health Therapy Technicians.

**TYPICAL JOB DUTIES**

Determine, formulate, and authorize policies and provide the overall direction of an agency or large division within the guidelines set by executive order, the Governor, or a board of directors. Plan and direct operational activities at the highest level of management with the help of subordinate executives and managers.

Develop and prepare long-term strategic objectives. Determine strategic plans that outline the mission, vision, and high-level goals for an agency or large division.

Direct the administration of agency programs and set the quality of services provided.

Oversee the division budget development and forecast additional funds needed for staffing, equipment, materials, and supplies. Control amounts expended from the budget(s), allocate resources, and monitor performance. Authorize redistribution of available resources to meet changing program needs.

Direct the staff and operations of treatment services on an organization-wide basis across multiple facilities. Ensure the coordination and provision of comprehensive nursing services are delivered.

Direct the delivery of services to ensure health care is consistent with federal and state regulations, rules, policies, and procedures. Develop systems of measurement for medical or psychological care and implement the standards of practice.

Develop, approve, and implement medical or psychological treatment services policies and procedures and ensure the daily operations of the institutions or facilities are in compliance.

The accountabilities and job duties are characteristic of the type and level of work associated with these classes. Individual positions may do all or some combination of the accountabilities and job duties listed, as well as other related responsibilities.

**DISTINGUISHING FEATURES**

This is a two-level classification series.

Administrators are accountable for preparing long-term (three- to five-year) strategic objectives, and authorizing policies and plans covering an entire agency. Administrators determine strategic plans which outline the mission, vision, and high-level goals.

**Administrator 2**

Positions at this level administer resources and operations and achieve outcomes through management of diverse mid-level managers. At this level, employees manage divisions or units that are diverse in function and represent a significant portion of the agency’s operations. Typically manage major programs for large to mid-sized agencies or manage portions of major programs within the largest agencies.

**Administrator 1**

Positions at this level administer agency operations through the management of lower-level managers or a team of mid- to upper-level professionals. Typically manage divisions or units that are related in function and have considerable latitude to change the scope of operations and develops and implements policy changes. May report to a higher-level administrator.

**EXPERIENCE AND EDUCATION**

**Administrator 2**

Seven years of management experience; OR four years of management experience and a bachelor’s degree in a related field.

**Administrator 1**

Five years of management experience; OR two years of management experience and a bachelor’s degree in a related field.

**ENTERPRISE COMPETENCIES**

Oregon State Government has established a set of enterprise-wide values and competencies to inform what characteristics and behaviors to seek in managers.

Administrators 1-2 should have a proficiency of proficient- to advanced-level for the enterprise competencies below:

**•** Communication

• Innovation

• Intentional Engagement

• Mentoring and Developing People

• Stewardship

• Business Acumen

For more information on the enterprise competencies and proficiency levels visit https://www.oregon.gov/das/HR/Documents/mgr\_comp.pdf.

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