



West Virginia

Nursing Director 1 - Kanawha-Charleston Health Department - Kanawha Co.

SALARY	\$4,008.17 - \$7,046.50 Monthly \$48,098.00 - \$84,558.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	KANA2504 PSA
DEPARTMENT	HD20-Kanawha-Charleston Health Department	OPENING DATE	05/23/2025
CLOSING DATE	6/7/2025 11:59 PM Eastern	LOCATION OF VACANCY	KANAWHA

Nature of Work

Under administrative direction, performs administrative work at the full-performance level, directing nursing services in the public health nursing program at the Kanawha Charleston Health Department. Plans, organizes and directs all nursing activities and is responsible for the quality of nursing care delivered in the county health department. Work is reviewed by county health director for compliance with policies, standards, procedures, and for results obtained in meeting program objectives and nursing service goals. Manages professional staff through subordinate supervisors. The incumbent will be the "nurse administrator" of the Kanawha County Health Department. A nursing director does not provide direct patient care as a general rule.

Examples of Work

- Plans and directs the work of nursing staff; assures an adequate level of nursing care; develops staffing patterns.
- Develops policies, sets standards and plans objectives for the nursing department or public health nursing program in accordance with established policies.
- Makes long-range plans and regularly reviews activities, problems and functions of nursing services being delivered.
- Provides staff development including orientation, in-service training, workshops, formal and informal on-the-job training, and continuing education for all levels of nursing staff.
- Conducts conferences with nursing supervisors to interpret hospital or public health policies and to communicate changes in regulations and procedures; formulates, reviews and revises nursing policies and procedures, discusses problems and develops solutions.
- Reviews records and performance of staff for evaluation of compliance with standards, policies, procedures, and objectives.
- Represents the department of nursing at meetings of hospital administrative staff or public health administrative staff in the planning of overall program goals and policies.
- Recruits and interviews nursing applicants; authorizes personnel actions for the nursing staff.
- Determines needs of nursing department or public health program for personnel, supplies and equipment; works with the budget officer in developing annual budget requests; administers expenditure of allocated funds.
- Oversees the collection of data for statistical records.

Knowledge, Skills and Abilities

- Knowledge of the administration and organization of nursing services.
- Knowledge of professional nursing theory, procedures, and techniques.
- Knowledge of state and federal laws and regulations governing the practice of nursing and the provision of health care to clients.
- Skill to plan, organize, manage and evaluate the delivery of a variety of nursing services.
- Ability to interpret policy to nursing personnel.
- Ability to handle sensitive situations and emergencies, and to develop guidelines for code situations.
- Ability to work effectively with a wide range of health professionals and ancillary personnel.
- Ability to present ideas effectively, orally, graphically, and in writing.
- Ability to perform routine mathematical calculations for budget and payroll purposes.

Click The APPLY Link To Apply Online.

IMPORTANT: Your eligibility will be based on information provided in your resume or application; therefore, make sure your resume or application is detailed and complete. You **MUST** complete ALL parts of the application OR upload a resume to your submission.

ATTENTION: Applicant must verify post high school education by submitting an official transcript or diploma, training or licensure earned pertaining to this position by the closing date of the posting, if not previously verified. If you are claiming Veterans preference, please submit "MEMBER 4" form and/or your VA Letter. Protecting your personal information is our highest priority. If your official transcript, training/licensure, or Veterans documentation contains your Social Security Number and/or birthdate, please redact that information before submitting it to the Division of Personnel.

Please attach documents to the online application before submitting it. Or, you may email it to: applicantservices@wv.gov or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

Be sure to submit your application for each position of interest. To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a [Job Interest Card](#) from the slide-out menu located at the top left of our *Job Opportunities* page.

Minimum Qualifications

Training: Successful completion of an associate degree in nursing from an accredited college or university or a diploma nursing program and seven years of full-time or equivalent part-time paid experience as a registered professional nurse, including three years in an administrative capacity or in supervising other registered professional nurses.

OR

Baccalaureate degree in nursing from an accredited four year college or university and four years of full-time or equivalent part-time paid experience as a registered professional nurse, including two years in an administrative capacity or in supervising other registered professional nurses.

OR

Master's degree in nursing or nursing administration or in public health or public health administration from an accredited four-year college or university and three years of full-time or equivalent part-time paid experience as a registered professional nurse, including one year in an administrative capacity or in supervising other registered professional nurses.

OR

Baccalaureate degree in the health sciences or behavioral sciences from an accredited four-year college or university and

five years of full-time or equivalent part-time paid experience as a registered professional nurse, including one year in an administrative capacity or in supervising other registered professional nurses.

Special Requirement: Current West Virginia license or temporary permit to practice as a registered professional nurse.

*****Your complete work history is needed to qualify you for positions. Please be as detailed as possible and list all of your past employment.*****

Employer

West Virginia

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Phone

(304) 558-3950

Website

<http://www.personnel.wv.gov>

Nursing Director 1 - Kanawha-Charleston Health Department - Kanawha Co. Supplemental Questionnaire

*QUESTION 1

The minimum qualifications for this job title are as follows: Successful completion of an Associate's degree in Nursing from an accredited college or university or a diploma nursing program AND SEVEN (&) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse, including THREE (3) years in an **administrative** capacity or in **supervising** other Registered Professional Nurses AND current West Virginia license or temporary permit to practice as a Registered Professional Nurse. ***OR*** Bachelor's degree in Nursing from an accredited four year college or university AND FOUR (4) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse, including TWO (2) years in an **administrative** capacity or in **supervising** other Registered Professional Nurses AND current West Virginia license or temporary permit to practice as a Registered Professional Nurse. ***OR*** Bachelor's degree in the health sciences or behavioral sciences from an accredited four-year college or university AND FIVE (5) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse, including ONE (1) year in an **administrative** capacity or in **supervising** other Registered Professional Nurses AND current West Virginia license or temporary permit to practice as a Registered Professional Nurse. ***OR*** Master's degree in Nursing, Nursing Administration, Public Health or Public Health Administration from an accredited four-year college or university AND THREE (3) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse, including ONE (1) year in an **administrative** capacity or in **supervising** other Registered Professional Nurses AND current West Virginia license or temporary permit to practice as a Registered Professional Nurse. Do you have a

current West Virginia license or temporary permit to practice as a Registered Professional Nurse or reciprocity in West Virginia (example: Nurse Licensure Compact - [here \(Download PDF reader\)](#))?

- ☐ Yes
- ☐ No. (Please do not apply.)

***QUESTION 2**

Please enter your West Virginia Registered Nurse license number or temporary permit information here for verification purposes; if you do not have this, please enter "N/A".

***QUESTION 3**

How do you qualify for this position? Before answering this question, please note the official Division of Personnel definitions of the following: **Administrative experience:** Work activities relating to a principal mission or program of an agency or subcomponent thereof that supports that agency's mission or program. This involves analyzing, evaluating, modifying, and/or developing programs, policies and procedures that facilitate the work of agency objectives while applying relevant analysis, theory and principles. **Supervisor:** formally delegated responsibility for planning, assigning, reviewing and approving the work of two or more full-time employees)or three or more 0.83 full-time equivalent Seasonal employees) which includes initiating disciplinary actions, approving leave requests, conducting performance evaluations and recommending salary increases. **Please note:** All college, university or vocational school education, licensure or certification must be verified by attaching a copy of an official transcript, license, or certificate to your online application or by emailing it to the West Virginia Division of Personnel at: applicantsservices@wv.gov Job duty descriptions of all experience MUST be included in the Work History section of your online application or be clearly stated on your attached resume in order for them to be considered as qualifying experience toward the minimum qualifications. Please include details of daily job duties on your online application or resume.

- ☐ I have an Associate's degree in Nursing from an accredited college or university or a diploma nursing program AND SEVEN (7) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse, including THREE (3) years in an administrative capacity or in supervising other Registered Professional Nurses.
- ☐ I have a Bachelor's degree in Nursing from an accredited four year college or university AND FOUR (4) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse, including TWO (2) years in an administrative capacity or in supervising other Registered Professional Nurses.
- ☐ I have a Bachelor's degree in the health sciences or behavioral sciences from an accredited four-year college or university AND FIVE (5) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse, including ONE (1) year in an administrative capacity or in supervising other Registered Professional Nurses.
- ☐ I have a Master's degree in Nursing, Nursing Administration, Public Health or Public Health Administration from an accredited four-year college or university AND THREE (3) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse, including ONE (1) year in an administrative capacity or in supervising other Registered Professional Nurses.
- ☐ I do not meet any of the above training and experience requirements. (Please do not apply.)

***QUESTION 4**

Were all of the jobs listed on your online application or resume paid? Please note that compensation may not only be salary or wages; it may also be room and board, gas mileage, etc.

- ☐ Yes
- ☐ No

***QUESTION 5**

If you answered NO to the above question, please list below the names of the employers for which you did not receive compensation. If you answered YES to the above question, please put NONE.

***QUESTION 6**

Were all of the jobs listed on your application or resume full-time positions? If not, please list your part-time positions below. If all of your jobs were full-time, please enter "Yes".

***QUESTION 7**

We do not accept any of the following documentation. These will not be utilized during the application process. This documentation will not be reviewed or accepted. 1) Unofficial transcripts 2) High School Diplomas/transcripts 3) Unrelated documents not pertaining to the position for which you are applying 4) Any international degree that has not been evaluated by a N.A.C.E.S. (National Association of Credential Evaluation Services) approved organization. For more information, please visit: <https://www.naces.org/members> Please do not attach any of the above documentation to your application, nor send it to the Division of Personnel via email or regular mail. I have read and understand this statement pertaining to my application.

☐ Yes

☐ No

***QUESTION 8**

Confirmation. By submitting my application I confirm and agree that all application statements are correct. I further understand that all my information is subject to verification and any misrepresentation is grounds for permanent disqualification.

☐ I confirm the above statement.

*** Required Question**