

**Los Angeles General Medical Center
Vacancy Announcement
Nursing Director, Administration
Salary: \$12,819.58 - \$19,937.08
Monthly**



Position Information: This Nursing Director, Administration position is responsible multiple areas including Staffing Office, RN Float Pool, Patient Flow, Bed Control and House Supervisors. This role will be responsible for the Acuity and Scheduling system as well as the ASTER project implementation and continuous support. The role includes supervision and administration of multiple programs or organizational areas including full responsibility for planning, organizing, staffing, budgeting, directing, and controlling the accomplishment of both short and long- term. The Nursing director, administration will report to chief nursing officer and or designee.

Responsibilities include but are not limited to the following:

- Plans, organizes, directs, and controls the functions of the Nursing Services.
- Direct budget preparation for assigned areas and defend personnel resource requests.
- Establish policies, procedures, and operational guidelines for areas of responsibility.
- Evaluates performance of subordinates and resolve problems involving grievances and discipline.
- Initiate and evaluate operational compliance with licensure, accreditation, and other regulatory standards.
- Assures quality control of patient care and coordinates nursing services with other departments, services, and disciplines.
- Participates in strategic planning for the organization and for the nursing service.
- Manages special projects as assigned by the Chief Nursing Officer.
- Overall responsible for the on-site ASTER project and implementation of the House wide Staffing Office.

Desirable Qualifications:

- Recent experience, within the past two years, in an administrative role, preferably at the ANDA level or higher
- Excellent communication and leadership skills.
- Experience with Regulatory Agencies and standards, preparations and surveys which are CMS, CDPH, and CCS.
- Clinical informatics experience preferred, especially with acuity and scheduling systems
- Certification in Nursing Administration preferred

Candidates must currently hold a permanent County of Los Angeles payroll title of nursing director, administration to be considered for a transfer or are reachable on a DHS certification list to be considered for a promotion or as a new hire.

The most qualified candidates will be contacted for an interview. Interested candidates must submit a cover letter, resume, the last two performance evaluations, and a prime variance time report for the last two years, to:

Zeena George RN, Nurse Recruiter
zgeorge@dhs.lacounty.gov
Nurse Recruitment and Retention Center
General Hospital, First Floor, Room 1822
1200 N State Street, Los Angeles, CA 90033
Phone: (323) 409-4663

Resumes will be accepted until the needs of the department are met.

****This is not a civil service examination****

Date posted: 09/05/23