



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

DIRECTOR OF NURSING

Class Title	Class Code	Pay Band	Alt Pay Band*
Director of Nursing	X60400	90	95

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose of Position

The purpose of this position is to manage and direct the overall strategic mission, while providing executive leadership for all nurses employed within its unit, agency or Division.

Nature of Work

Director of Nursing is responsible for managing and directing the overall strategic, clinical, regulatory, financial and personnel performance and success of the unit, typically a division or facility, as well as providing executive leadership for all nurses employed within the unit.

Distinguishing Characteristics

Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Coordinates and manages, through subordinate supervisory and specialist personnel, the establishment of major plans, task assignments and allocation of manpower and support to ensure conformance with specified objectives and policies.
- Facilitates and advances quality patient care and coordination of care among disciplines ensuring that patient care delivery models and standards of nursing practice are consistent with current professional standards, and the mission, vision and values.
- Develops and articulates the vision and strategic direction for the practice of Nursing and collaborates on the implementation of strategies.
- Collaborates with administration on strategies for the future by helping in the design and execution of plans of action and improvements in nursing operations, work environment, organizational culture/structure, and provider relations.
- Develops and redesigns patient care processes, including productivity benchmarking, staffing requirements, performance improvement plans, patient care assessments, quality improvement and risk management.

General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the Director of Nursing.

Scope and complexity of responsibility: *Comprehensive*. Assigned objectives are broadly defined by statute, grant, and agency mission. Requires defining objectives, scope, and policies. Integrates the activities between divisions and high-level areas within state agencies. Develops goals, objectives and organizational plans for mission accomplishment.

Types of employees managed: Director of Nursing is assigned ***comprehensive and diverse***

GENERAL MANAGER I – NURSING

staffing resources of mid-level managers and senior professionals.

Financial accountability: Objectives managed has an **extensive** relationship to the mission of the total organization.

Strategic planning/decision challenge: Managing objectives generally **requires exhibiting a wide mental grasp of broad-ranging concepts and circumstances**. Problem solving requires analysis and evaluation of the facts, issues, and circumstances. Alternative solutions and the relative benefits/consequences must be considered when making decisions. Develops goals for strategic plan within area of responsibility. Consults with community leaders and legislative bodies.

Manager Concept

The Director of Nursing administers resources and operational activities to ensure delivery of products and services to citizens, customers, clients, etc.

Determines objective resource needs and allocates them within financial parameters. The organizational unit (bureau or division) managed represents **a diverse part of the department's total operations**.

Minimum Qualifications

Bachelors of Science in Nursing from an accredited college of university, current license as a Registered Nurse or eligibility for such licensure in accordance with New Mexico requirements issued by the New Mexico Board of Nursing and eight (8) years of professional level experience with a strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include management and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Statutory Requirements

All applicants for this position must be licensed in accordance with the Nursing Practice Act § 61-3-2 through 61-3-31 NMSA 1978 and 16.12.1 through 16.12.20 NMAC, as applicable.

Conditions of Employment

Working Conditions for individual positions in this Manager Category Level will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted.

Default FLSA Status: *Exempt.*

Bargaining Unit: Not Represented

Developed: 8/29/2013

Revised: 12/1/2017 (APB)