

## DENTAL DIVISION MANAGER

### NATURE OF WORK

This is responsible professional, administrative and supervisory work participating in and directing the programs and professional services of the Dental Health and Nutrition Services Division.

Work involves responsibility for directing and assuring the performance of policies and procedures of professional clinical dental services and the Women, Infant, and Children (WIC) program services. Work also involves directing and administering the planning, implementation and evaluation of school and community-based dental health, WIC and public health programs and services. Administrative responsibilities include management of professional dentist contract(s), grants, and quality control measures for all dental and WIC services provided. The employee in this class exercises considerable independent judgment with work decisions made within established departmental policies and procedures as well as professional guidelines. Supervision is received from an administrative superior with work being reviewed in the form of adherence to dental and WIC practices, effectiveness of dental and WIC programs, reports and public comment. Supervision is exercised over subordinate professional and support staff.

### EXAMPLES OF WORK PERFORMED

Supervises and directs the operation of the Dental Health and Nutritional Services Division; develops and administers the division budget; develops and recommends administrative policies and procedures for the division; develops and evaluates reports for the division; writes reports and manages grants for the division.

Develops, implements and directs quality control programs for all clinical and public health services for the division; administers and enforces quality and quantity measures of performance.

Develops, implements and administers school and community-based public health, dental health and WIC outreach programs; evaluates the effectiveness of programs and materials.

Interviews, hires and evaluates subordinate division personnel; plans and coordinates staff development and training programs.

Recruits, interviews and selects contractual dentists; negotiates and manages professional contracts for dental services; monitors performance.

Develops and maintains cooperation between public, civic, professional and voluntary agencies engaged in public health, dental health and WIC related activities.

Acts as a public health and dental health consultant to public health personnel, school personnel, and interested community groups and organizations; convenes and facilitates area agencies, community and neighborhood work groups for assessment of community public health, dental health and WIC program needs, policy development, service delivery and evaluation.

Performs routine professional clinical dental hygiene procedures.

Performs related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of the principles, methods and best practices involved in administering comprehensive community health, public health, dental hygiene and the profession of dentistry and WIC health service programs.

Considerable knowledge of methods, practices and techniques used in ascertaining community public health, dental health, and WIC problems and public health, dental health, nutrition, and WIC education needs.

Considerable knowledge of the principles of management and organization.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of the principles, methods and practices of municipal finance, budgeting and accounting.

Ability to make professional and administrative decisions within the framework of department policy.

Ability to communicate effectively both orally and in writing.

Ability to plan, assign, coordinate and evaluate the work of subordinate personnel.

Ability to establish and maintain effective working relationships with co-workers, subordinates, public officials and the general public.

Ability to present complex information and terminology in understandable, non-technical language.

**MINIMUM QUALIFICATIONS**

Graduation from a school for dental hygienists accredited by the Nebraska State Board of Dental Examiners and two years of experience as a dental hygienist; plus graduation from an accredited four-year college or university supplemented by a Master's Degree in dental hygiene, health education or related field and four years of experience in an administrative or supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

**NECESSARY SPECIAL REQUIREMENT**

Current Registered Dental Hygienist licensure from the State of Nebraska.

12/19

PS3612