

**Nurse Manager**  
**Emergency Appointment Opportunity**  
**Medical Services Division, Personnel Department**

Salary: \$107,552.88 - \$157,268.16

Note: Applicable bonuses set by the state or MOU may apply.

For benefits information, please view the link here: <https://per.lacity.org/employee-resources/employee-benefits.html>

---

There is an emergency appointment opportunity for Nurse Manager in the Medical Services Division. The Medical Services Division is divided into three distinct sections: Correctional Care (medical clinics operating within City jails), Occupational Health, and Psychology. The primary goal is to provide quality medical and specialty care services to the populations served in compliance with local, state and federal regulations. This position is located at 520 E. Temple Street, but travel to other MSD locations is required.

The **Nurse Manager** position is responsible for the provision of nursing services provided in the Medical Services Division, including occupational health and correctional care. Correctional care has 24/7 responsibility.

The Nurse Manager:

- Supervises, directs, and works with subordinate nursing supervisors, nurses, and ancillary staff,
- Prepares budgetary items and maintains fiscal compliance,
- Instructs subordinates in the proper performance of duties,
- Ensures supervisory approval of time *off* and reviews time sheets,
- Is responsible for personnel issues,
- Develops and revises policies, protocols, and procedures,
- Trains and advises other personnel on nursing protocols and procedures,
- Advises supervisors on the performance of subordinate personnel,
- Develops work schedules and receives call offs from nursing and medical staff to maintain twenty-four-hour clinic operations,
- Ensures adequate inventory of equipment, medication/drugs, and emergency equipment,
- Provides clinical care and records the care provided in the patient's medical record,
- Applies job related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates.

In order to be considered for this position, candidates must meet the following requirements:

1. Possession of a current and valid Registered Nurse License issued by the California Board of Registered Nursing (Candidates must list their RN License number in the appropriate box on the application); and
2. Possession of a current American Heart Association Healthcare Provider CPR card (Candidates must list the expiration date of their CPR card on the application); and
3. Three years of full-time paid professional registered nursing experience, one year of which must provide experience as a Charge Nurse, Unit Manager, or Clinical Coordinator. Candidates must list their Charge Nurse, Unit Manager or Clinical Coordinator experience separately in the work history section of the application.

### How To Apply:

Please submit your resume and any relevant supporting documents to via email to Joanne O'Brien: joanne.obrien@lacity.org and amber.greene@lacity.org. Email should contain 'Nurse Manager' in the subject line.

*Note: This position will close once a sufficient number of applications have been received. Only the most qualified applicants will be invited to interview. Please note that a resume and application review will be conducted. Submission of an application packet does not guarantee an interview.*