

STATE DENTAL DIRECTOR

NATURE OF WORK: Under administrative direction, plans, develops and approves operations of the State Oral Health Program. Delegates work to staff; reviews and signs reports, expenditures, budget requests, and other documents. Advises staff on issues of patient care or on care of unusual oral health cases. Typically does not provide direct patient care on full-time basis. Exercises considerable independent judgment and discretion in the interpretation and the application of laws, procedures and regulations governing oral health programs. Performs related work as required.

ESSENTIAL JOB FUNCTIONS:

Determines the Oral Health Program objectives and standards working within the policy guidance of the Oral Health Advisory Board and all applicable health laws; confers with Advisory Board on policy formulation and interpretation of current policy.

Plans and approves general administrative and program activities for DHHR Oral Health Programs.

Provides administrative supervision and technical guidance to professional, paraprofessional and support staff.

Evaluates the performance of staff.

Prepares or directs the preparation of correspondence, educational material, administrative reports, financial and budgetary statements.

Maintains proper fiscal control by approving purchases and evaluating the cost effectiveness of new programs.

Advises personnel on the conduct of dental procedures, the interpretation of regulations and on administrative, personnel and budgetary matters.

Confers with and talks to various state and local officials, civic groups, legislators, dental providers and professional organizations to explain and promote department programs, financing problems and to coordinate mutual program objectives.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the theory, principles and practices of oral health and techniques involved.

Knowledge of laws, rules, and regulations governing the oral health program.

Ability to exercise judgment and discretion in applying and interpreting policies and procedures.

Ability to direct and evaluate the work of oral health professionals and administrative supervisors.

Ability to analyze and evaluate programs and resource allocation choices; ability to make recommendations relating to fiscal and budgetary control.

Ability to stimulate initiative, encourage independent effort and plan programs to allow maximum delegation of day-to-day operational authority.

Ability to maintain effective relationships with local and state officials, civic groups, staff, and clients.

Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

Training:

Graduation from a regionally accredited school of dentistry and must have passed the exam as evidenced by a temporary or permanent license to practice dentistry in the State of West Virginia.

Experience:

Two years of full- time or equivalent part-time paid experience in the practice of dentistry which may include experience in a post-graduate training program.

Substitution:

Master's degree from a regionally accredited college in public health may substitute for required experience.

Established: 2/16/12

Effective: 3/1/12