



NORTHAMPTON COUNTY HEALTH DEPARTMENT

December 30, 2025

Public Health Nurse Supervisor II

Position number 511-50-352

Salary Grade 76

Normal Hiring Range: \$73,000.00 – \$75,000.00

Salary offers will be commensurate with experience, education, and equity with others in the agency upon hire. Local government entities may not offer salary levels outside of the posted salary range for each job posting.

Deadline for Applying: until filled

[MUST SUBMIT STATE APPLICATION PD-107](#)

Northampton County is an Equal Opportunity Employer and Hires Only U.S. Citizens and Lawfully Admitted Aliens.

Northampton County is a Drug-Free Workplace. All Candidates Will Be Subject to Background Checks/Drug Testing as a Condition of Employment

Compensation Package: Northampton County offers competitive benefits including paid group medical insurance for employee, paid life insurance coverage for employee, NC Local Government Employees Retirement System membership, vacation and sick leave, and thirteen paid holidays. Other voluntary group benefit options are available including dental insurance, vision insurance, Supplemental insurances such as critical illness coverage, hospital indemnity, accident insurance, additional life insurance, 401(k) and flexible spending accounts. Hours are from 8:30 to 5:00 Monday through Friday.

Primary Purpose of Organizational Unit:

This position is responsible for the supervision of nursing staff and lab management. This includes being accountable for administrative duties of all clinical programs which includes but is not limited to assisting in making program budget projections; working with the Health Director, DON and Business Officer to ensure appropriate expenditures of funds as directed by agreement addenda, work with program leads to assure all deliverables are met, establish/review and renew clinical policies and procedures, and setting work standards for the nurses. This position will supervise direct clinic activities of nursing staff and serve as a resource person as well as provide relief or back-up if a nurse is out. This position will also be responsible for performance appraisals as well as counseling and disciplining of clinic staff.

Knowledge, Skills and Abilities:

Thorough knowledge and skill in the administration and organization of Public Health programs; thorough knowledge of public health nursing and supervision of staff and programs; considerable knowledge of the resources and organizations concerned with public health work in North Carolina, and current social and economic programs pertaining to public health; considerable knowledge of public health administration on the local level; considerable knowledge of educational methods and training techniques; considerable knowledge of State and federal laws relating to public health. Ability to plan, coordinate, and supervise the work of others and to present findings, comments and opinions clearly and concisely in oral and/or written form; ability to exercise good judgment in appraising situations and making decisions; ability to plan and execute work effectively and to deal tactfully with the public and other health professionals.

Required Minimum Training:

Master's in Nursing and three years of Public Health nursing experience (including one year of experience in supervisory capacity); or graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and four years of Public Health nursing experience (including one year of experience in a supervisory capacity); or graduation from a school of professional nursing and five years of Public Health Nursing experience (including one year of experience in a supervisory capacity); or an equivalent combination of training and experience.

Administering the Class - Individuals employed in a local Health Department without a B.S. Degree which includes a Public Health Nursing rotation or a Master's in Public Health, will be required to complete the "*North Carolina Credentialed Public Health Nurse*" course within one year of employment as a condition of continued employment in accordance with Health Services Commission Rule 10 NCAC 46.0301.

Required Licensures:

A current license to practice as a Registered Nurse in North Carolina by the N.C. Board of Nursing, a current CPR certification and valid North Carolina driver's license.

Application Process:

Interested applicants must submit a completed State Application (PD 107) and official college transcripts along with three work-related reference contacts. Applications may be submitted via e-mail to cheryl.warren@nhcnc.net, or postal mail to:

**Northampton County Health Department
Att: Cheryl Warren
P.O. Box 635
Jackson, NC 27845**

Selection Process:

Includes review of qualifications, structured interviews, reference checks on qualified applicants and completion of a pre-employment drug screen.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class.