

## DENTAL DIRECTOR

### DESCRIPTION OF WORK

This is professional dental work of an administrative and consultative nature involving organizing, implementing, coordinating, administering, and directing a statewide dental program in preventive, educational, and clinical dentistry. Work in this class involves the supervision and coordination of all dental services in a statewide program. Employees are responsible for developing, administering, and maintaining a comprehensive dental health program. Employees monitor the effectiveness of dental policies to ensure cost-effectiveness and compliance with federal and state statutes. Employees develop and administer the dental budget. Employees initiate studies to determine if set goals are being met in the dental program. Employees recruit professional and non-professional staff and provide supervision and training. Employees may work under the general supervision of a Deputy Director or State Health Director.

### EXAMPLES OF DUTIES PERFORMED

Provide professional dental work of an administrative and consultative nature involving developing, organizing, implementing, coordinating, administering, directing, and maintaining a comprehensive statewide dental health program in preventive, educational, and/or clinical dentistry.

Monitor dental policy to ensure cost effectiveness and compliance with federal and state statutes rules and regulations.

Monitor the quality assurance for dental services and programs.

Develop standards, policies and procedures, directives and guidelines for dental services.

Initiate studies to determine if set goals and objectives are being met in the dental program.

Provide consultation, support, guidance, evaluation, and direction to dentists, and dental personnel, regarding dental care and treatment.

Perform related duties as required.

### RECRUITMENT STANDARDS

#### Knowledge, Skills, and Abilities

Thorough knowledge of dental practices; and a working knowledge of dental specialties and sub-specialties; and principles of evidence-base care.

Thorough knowledge of dentistry and developments in the field.

Experience in policy analysis, development and implementation.

Experience in quality assessment, quality improvement, and utilization management.

Ability to coordinate the work of assigned personnel.

Ability to establish and maintain effective working relationships with patients, departmental personnel, and officials of other agencies.

#### Minimum Education and Experience Requirements

Licensed to practice dentistry in the state of North Carolina and five years in the practice of dentistry, at least one of which must include experience in administration and supervision; or an equivalent combination of education and experience.

#### Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per the Americans with Disabilities Act. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.