

NUTRITION DIRECTOR

Nature of Work: Under administrative direction, performs complex administrative work at the advanced level, directing nutrition services in a regional public health nutrition program offering a variety of services. Plans, organizes and directs nutrition programs and is responsible for the quality of nutrition services delivered in the assigned area. Work is broad in its scope of responsibility. Performs related work as required.

Distinguishing Characteristics: Work at this level involves a high level of individual responsibility and independence under the general direction of multi-county or regional health directors. Work is distinguished by the direction of professional staff generally through subordinate supervisors. This is the highest management and policy making nutrition position, responsible for a comprehensive nutrition services program on a regional basis. Major functions of this position include: planning/evaluation, policy making, fiscal control, management and supervision.

Examples of Work

Plans, directs and implements a complex public health nutrition program and nutrition education programs.

Manages a large caseload of clients such as in a WIC Program in a regional setting.

Authorizes personnel actions for the nutrition staff; recruits and interviews nutrition applicants.

Determines needs of nutrition department or public health program for personnel, supplies and equipment.

Develops and implements plans for meeting staffing and facility needs.

Develops staffing patterns and assures an adequate level of nutrition care.

Participates in the agency's strategic and operational planning, identifying programs and services which should

have a nutrition component and integrates nutrition services into the overall agency health plan and budget.

Assesses nutrition and diet-related health problems and available resources to determine present and forecast future needs.

Prepares, justifies and manages the nutrition program budget and administers the expenditure of allocated funds.

Prepares grant proposals and contracts to obtain external funding to expand nutrition services.

Serves as a member of the agency management team.

Participates in the design and implementation of agency management information systems and utilizes data to document, monitor and evaluate nutrition services on a regional basis.

NUTRITION DIRECTOR (CONT'D)

Examples of Work (cont'd)

Analyzes and summarizes data and publishes program accomplishments for the agency's management staff and governing board through regular oral and written reports.

Advises and collaborates with the agency health director, health officer, senior program directors and legislators who have a significant impact on the mission, programs and policies of the agency.

Participates in developing agency health policy and assuring that food and nutrition-related issues are included.

Reviews and comments on proposed regulations, legislation, guidelines and standards promulgated by federal, state and local legislative bodies and national organizations affecting nutrition services.

Participates in developing, implementing, and monitoring standards for nutrition services on a regional basis.

Makes long-range plans and regularly reviews staff activities and services being delivered regionally.

Provides for staff development including orientation, in-service training, and continuing education for all levels of staff in the program.

Conducts regular conferences and meetings with supervisory and other staff to interpret program policies, communicate changes in procedures, discuss problems, and to develop long and short range plans.

Knowledge, Skills and Abilities

Knowledge of the principles and practices of dietetics and nutrition as related to public health.

Knowledge of the organization of public health services, food assistance and nutritional education resources.

Knowledge of developments in the field of public health as related to nutrition.

Knowledge of current state and federal regulations related to public health nutrition programs.

Ability to manage programs.

Ability to work with various mass media.

Ability to prepare and execute program budgets.

Ability to develop and evaluate nutrition education programs.

Ability to plan, organize and evaluate public health nutrition programs.

Ability to supervise professional and support staff.

Ability to establish and maintain effective working relationships with both professional and lay groups.

Ability to collect, analyze and evaluate data and technical information.

Ability to communicate effectively, both orally and in writing.

NUTRITION DIRECTOR (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to create and develop educational and instructional materials.

Minimum Qualifications

Training: Graduation from a four-year college or university with a bachelor's degree in foods and nutrition, dietetics or public health nutrition; or a bachelor's degree in a related field with 12 hours in nutrition.

Experience: Four years of full-time or equivalent part-time paid employment as: dietitian or nutritionist employed by a health or welfare agency, food clinic, hospital, child development center, school system or nutrition council; teacher of foods or nutrition in an accredited school or college; agent or food and nutrition specialist in the Agricultural Extension Service; or research worker in foods or nutrition.

Two years of qualifying experience must have been in public health nutrition.

Substitution: Graduation from a Coordinated Undergraduate Program in dietetics, completion of an AP4 Program in nutrition or dietetic internship approved by the American Dietetic Association, or a graduate degree from an accredited college or university in a related field may be substituted for one year of the required experience.

Note: Preference in hiring may be given to an applicant who has current Registered Dietitian status.

Established: 4/21/94

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