

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for supervising a nutrition services program provided through county sponsored programs. The position will involve nutrition evaluation, planning, and education as well as providing supervision and guidance to subordinate staff. The incumbent will be required to assure satisfactory subcontractor performance. Work is performed under general administrative supervision with considerable leeway for independently performing the duties of the position. Supervision is exercised over the work of other professional, technical, or clerical personnel as assigned.

**TYPICAL WORK ACTIVITIES:** : *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Manages the day-to-day operation and carries out the administrative functions of the nutrition services program;

Establishes program operating procedures and policies consistent with statutory/regulatory mandates and guidelines;

Schedules and operates nutrition clinics, meals sites, or other work stations involving nutrition services functions;

Supervises other nutrition professionals or technicians assigned to the program;

Performs traditional supervisory functions for staff assigned to the nutrition services program, including such functions as orientation, training, staff scheduling, assignment of work, performance evaluation or counseling, and employee discipline;

Establishes effective budgetary management controls with respect to the nutrition services program;

Assists in public information and education efforts including preparation of news releases,

establishing contacts with media sources, attending meetings, speaking with groups, etc;

Collects and analyzes all data for program evaluation and maintains a variety of records and files relating to activities of the nutrition services program;

Assists in the preparation of the annual budget by providing data relating to nutrition programs;

Purchases all equipment and supplies for the operation of the program;

Conducts monitoring activities to assure that nutrition vendors are fulfilling contractual requirements;

Attends required meetings of the New York State Office for the Aging as well as sanitation training updates;

May also be assigned additional duties for administrative oversight of other agency sponsored programs;

Performs typing duties as required, prepares reports, administrative directives and correspondence, answers telephone inquiries and referrals from other agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the concepts of nutrition and dietetics; good knowledge of food preparation and service techniques; good knowledge of eating habits, nutritional needs, and food interests of persons who receive assistance through county sponsored programs; good knowledge of community agencies, facilities, and services that may be utilized to provide ancillary services; good knowledge of the principles and practices used in planning, organizing, and controlling the activities of a work unit; working knowledge of public relations techniques; ability to plan and supervise the work of others; ability to understand and interpret written and tabular

material; ability to present ideas clearly both orally and in writing; sensitivity to cultural diversity issues; initiative; resourcefulness; tact; courtesy; and integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Master's Degree or higher in nutritional services, community nutrition, dietetics, foods and nutrition management, public health nutrition, or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree in a field described in (A) above and two (2) years of experience in the administration of a large nutrition or quantity food service program (such as a hospital, senior citizens center, public health nutrition program, school lunch program, etc.), at least one year shall have involved supervision of others; or
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree in a field described in (A) above and four (4) years of experience in the administration of a large nutrition or quantity food service program, at least one year shall have involved supervision of others; or
- (D) Graduation from high school or possession of a general equivalency diploma and six (6) years of experience in the administration of a large nutrition or quantity food service program, at least one year shall have involved supervision of others; or

(E) An equivalent combination of training and experience as described in (A), (B), (C) and (D) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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