

PROGRAM ADMINISTRATOR (NUTRITION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class develops, administers, and coordinates countywide community nutrition and nutrition education programs for the public and for selected target groups such as senior citizens; develops and administers skilled clinical nutrition services for persons under medical management for the treatment of health disorders. Responsibilities include community needs assessment, program planning and evaluation; coordination of services with other county agencies, health facilities, and community agencies and organizations; planning and administration of staff development and training programs. Supervision is exercised over professional, technical and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and conducts community needs assessment studies and plans services based on needs and resources;

Develops, administers, and coordinates community nutrition education and counseling services for the public and for selected target groups;

Develops, administers, and coordinates clinical nutrition/case management services in collaboration with medical care and other health and social services;

Coordinates and monitors nutrition services provided within Department programs;

Directs the preparation of educational materials, news releases, newsletters, etc. for dissemination to the public;

Develops and implements performance standards for quality assurance control and conducts periodic program reviews for quality assurance control;

Establishes systems and procedures for administrative reporting and monitoring requirements for the program;

Evaluates and monitors program progress and recommends changes in organization and procedures as required to meet program objectives;

Develops and maintains working relationships with community agencies and organizations to advance public health objectives;

Coordinates services with those provided by other agencies to promote comprehensive service delivery to the public;

Provides technical assistance to administrators in community agencies on development of nutrition education programs;

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes and administers staff development training programs;

Maintains appropriate contacts with state and federal agencies, and prepares reports as required;

Develops and administers training programs for students from colleges and universities to meet requirements for registration by the American Dietetic Association;

Represents the Department at meetings with community agencies and organizations and the public concerning program components and related community activities;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public health principles, practices and administration; thorough knowledge and skill in the application of nutrition principles to community health programs; ability to plan and supervise the work of others; ability to relate to and gain the cooperation of culturally diverse population groups; ability to establish and maintain effective relationships with government and community agencies; ability to communicate effectively, both orally and in writing; ability to utilize and accept administrative direction; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative, resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE At the time of appointment must be registered as a Dietician by the American Dietetic Association and possess a Bachelor's degree* with five years of professional experience where the primary function of the position was the development and/or administration of community and clinical nutrition programs including nutrition education programs, two years of which must have been at the supervisory level.

SUBSTITUTION: A Master's Degree* in Nutrition, Dietetics, Nutrition Science, Foods and Nutrition, Public Health, or Public Administration may be substituted for experience at the rate of 30 credits per year. There is no substitute for the two years of supervisory experience.

SPECIAL REQUIREMENTS: Possession of a valid driver's license to operate a motor vehicle in the State of New York at the time of appointment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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J. C.: Competitive
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Job Class Code: C2719
Job Group: XII