

PROGRAM ADMINISTRATOR (WIC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class develops and coordinates the Special Supplemental Food Program for Women, Infants, and Children (WIC). Incumbents plan, organize, implement, and evaluate the WIC Program, coordinating and integrating all program components. Incumbents apply complex federal regulations to the development of program operations. Incumbents also administer educational programs for nutritionally vulnerable target groups. Supervision is exercised over a number of subordinate professional, technical, and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops program services based on assessment of community needs and resources and in line with departmental goals and objectives;

Plans and conducts surveys and community studies for program development and evaluation;

Administers a food delivery system for pregnant women, infants and children determined to be at nutritional risk;

Coordinates with other health department programs and community agencies to promote comprehensive service delivery;

Directs and supervises professional, technical and clerical staff;

Establishes and maintains working relationships with official and voluntary agencies and community organizations and groups to advance program objectives;

Develops, implements and evaluates outreach activities directed to program target groups;

Plans, organizes and directs staff development training programs;

Establishes management systems and administrative procedures to monitor and evaluate the program;

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

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

Represents the program at conferences and seminars conducted by federal and state agencies for program planning and development;

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

Prepares the annual budget and other reports as required;

EXAMPLES OF WORK: (Cont'd)

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge and skill in the application of nutrition principles to community health programs; thorough knowledge of public health practice; good knowledge of regulations governing the Special Supplemental Food Program for Women, Infants and Children (WIC); knowledge of the organization of government at the national, state, and local levels; ability to teach the principles of nutrition to patients and professional health workers; ability to understand and interpret complex written regulations; ability to gain the cooperation of others; ability to maintain effective working relationships with others; ability to plan and supervise the work of others; ability to clearly and concisely express ideas orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; tact; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Registration as a Dietician by the American Dietetic Association at time of appointment and maintain same while in the title and possession of 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 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.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

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