GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: MAY 30, 2012
REVISED: AUGUST 16, 2012
CLOSING DATE: AUGUST 29, 2012

DEPARTMENT: **Health/Prevention Services-WIC**

POSITION: **Nutrition Services Manager**

LOCATION: **Globe**

JOB CODE: **12-033**

ANNUAL SALARY: **$40,081.60-$48,817.60 DOE**

NATURE OF WORK

Plans, coordinates and manages County Nutrition Services programs, activities and staff to ensure programs are in compliance with Federal, State and County guidelines and regulations.

DUTIES AND RESPONSIBILITIES:

- Oversees the planning, development and implementation of and coordinates Nutrition services and Food programs related to Women, Infant and Children Nutrition, Community Nutrition Program (CNP), and Commodities Supplemental Food Program (CSFP) designed to promote the health and well-being of Gila County residents in accordance with State and Federal guidelines and regulations; evaluates program needs and recommends appropriate actions; develops and implements policies and procedures to carry out programs.
- Hires, supervises and monitors the performance of assigned personnel; coordinates employee training; ensures compliance with contractual requirements, departmental policy and procedure, and regulations governing health services activities.
- Manages and monitors program budgets, finances, expenditure and income; prepares billing reports including contractor expense reports; monitors and audits reporting systems, records, and controls to ensure conformance with state and federal program guidelines.
- Coordinates and/or delivers training to assigned personnel and supports continuing education activities for staff.
- Prepares departmental reports including employee time studies, annual cost summaries, biologically improbable values reports, helpdesk reports, and quarterly/annual County reports.
- Develops/implements local policies and monitors to ensure consistency with Federal and State policies and regulations; interprets and disseminates policy updates and changes.
- Delivers high risk nutrition counseling to the community; delivers supplemental food to the elderly.
- Provides nutrition education for food stamp recipients and information regarding free/reduced lunch costs for school children.
- Conducts community outreach activities and promotes nutrition programs and services to the community.
- Serves as Super User for WIC computer program.
- Initiates and maintains professional relationships with other divisions and departments, federal/state/regional/local agencies, community organizations, and related groups; advocates for the low-income population regarding housing programs
- Researches and identifies grant opportunities to further the promotion of good health and wellbeing for the citizens of Gila County; writes and submits grant applications; ensures compliance with grant reporting requirements; keeps abreast of current trends, issues, and practices regarding food, nutrition, diet, and public health.

WORKING ENVIRONMENT:

Work is performed in a standard office environment and in the field when promoting nutrition programs and providing nutrition services/counseling; may be exposed to variable weather conditions when working in the field and blood borne pathogens when obtaining lab work. Must be capable of traveling to and from various work locations on a frequent basis.

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EMPLOYMENT STANDARDS:
Bachelor's Degree in Food and Nutrition, Public Health or a related field and two (2) years experience providing community nutrition services, experience with WIC Nutrition Program, including one (1) year lead/supervisory experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:
Knowledge of: Principles and practices of nutrition science; federal and state WIC program rules and regulations; methods for conducting nutrition investigations and dietary studies; processes for providing nutrition education and information; methods and standards for delivering high risk nutrition counseling; community nutrition and supplemental food programs; the nutritional habits or cultural needs of program participants; grant programs, funding sources and reporting requirements; processes for managing program budgets and expenditure; standard office software applications; supervisory principles, practices and methods.
Ability to: Interpret and apply program rules and regulations; plan, organize, prioritize, and delegate work; train staff; evaluate the performance of staff; plan and coordinate the delivery of community nutrition programs; promote nutrition programs and services to County residents; monitor the effective delivery of nutrition program services; ensure compliance with regulations governing nutrition program services; provide nutrition counseling, education and information; monitor staff case load assignments; research and identify grant program opportunities; prepare and submit grant applications and reports; monitor program budgets and expenditures; communicate effectively and provide oral/written instructions.
Skills in: Planning and managing the delivery of community nutrition programs and providing nutritional counseling and education services.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.