



County of El Dorado  
November 1993

## **NUTRITION SERVICES SUPERVISOR**

### **DEFINITION**

Under general ~~supervision~~direction, plans, supervises, organizes, coordinates, ~~directs~~—and ~~evaluates~~reviews the work of nutrition program staff; ~~provides~~ responsible for providing nutrition counseling, education, and consulting services in a general public health area ~~such as the Women, Infant and Child (WIC) program~~ or a specialized program ~~such as the Seniors Nutritional Program~~; assumes programmatic and budgetary responsibility for assigned program(s); provides responsible staff support to assigned manager in areas of expertise; and performs related duties as assigned.

### **DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from an assigned Program Manager. Exercises direct and general supervision over assigned professional and paraprofessional staff.

### **CLASS CHARACTERISTICS**

This is a full supervisory--level position, classification in the Nutrition class series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff responsible for providing nutrition, education, and consulting services in a public health area or a specialized program. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

This class is distinguished from the Program Manager in that the latter is a management classification with responsibility for the overall management and administration of assigned program areas within the Public Health Division.

### **EXAMPLES OF assigned staff in addition to providing nutritional TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for providing nutrition education and guidance to assigned program participants.
- Evaluates employee performance, mentors and guides employee development, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Monitors the preparation and submission of reports, records, and files; ensures proper documentation of intervention and service delivery activities.
- Monitors operation effectiveness and service outcome of assigned program/function; identifies opportunities for improving service delivery methods and procedures; participates with management in the development, review, and implementation of best practices.
- Plans for, evaluates, and secures necessary equipment, materials, and supplies required for the assigned program and activities; monitors, controls, and inventories supplies and equipment.
- Provides technical consultation and guidance to staff members on complex client cases, and may manage the most complex and/or highly sensitive cases; reviews, conducts quality assurance, and

contributes to assessments and counseling, coordination of educational nutrition, reports, and other documentation prepared by staff.

- Conducts fiscal planning and budget or grant preparation, including strategic planning for budget or grant implementation.
- Provides general supervisory assistance to division management; prepares routine, periodic, and special reports and correspondence.
- Receives and responds to inquiries, concerns, and complaints regarding assigned programs and monitoring of program operations, activities, and staff; investigates complaints; recommends corrective actions to resolve issues.

Initiates

~~EXAMPLES OF~~ **DUTIES** (Illustrative Only)

- Assists in the development and implementation of goals, objectives, policies, and procedures related to assigned nutrition program and projects.
- ~~Assists in the preparation and administration of nutrition program budgets; coordinates program activities with County or other funding agencies.~~
- ~~Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff.~~
- ~~Participates in the selection of personnel and provides for their training and development.~~
- ~~Monitors workload and productivity; recommends disciplinary measures and facilitates decisions on difficult nutrition matters.~~
- Performs nutritional assessments and provides dietary ~~counseling~~ guidance for program participants and; consults with agency/departmental staff and persons having dietary and nutritional problems, health care professionals, community-based food distribution programs, food retail industries, and the general public on matters of good nutrition practice.
- Coordinates and conducts educational programs ~~with the public health division, health providers and other community agencies; conducts orientations for new program members; performs outreach to doctor's offices, clinics and hospitals~~ internal to County government, community-based agencies, populations at risk, and the general public.
- ~~Prepares pamphlets, newsletters and other types of instructional materials; conducts discussions and gives demonstrations on food preparation, food values and the dietary need of different age and occupational groups.~~
- Conducts or directs the conduct of analytical studies; plans, develops, implements, and evaluates a variety of nutritional programs; prepares grant proposals for submission to appropriate federal, state, and local agencies to secure funding.
- Develops statistical information systems and analyses data in support of program and supervisory planning recommendations.
- ~~Monitors the overall operation of a specialized nutrition program, including food production activities, food services sanitation, safety and hygienic food handling techniques.~~
- ~~Assists in the preparation of menus and monitors changes for mealsite locations; monitors food purchase; reviews food inventories.~~
- Reviews current developments, legal codes, rules, and regulations related to the area of assignment; conducts research, evaluates implications for the County, develops procedures and recommendations, and assists in planning and management of the department operations.
- Maintains proficiency and awareness of new trends and innovations in the field of nutrition as applied to individuals, communities and populations.
- Represents the County and the program in contacts with community and other agencies, and the public.
- Participates in the development and implementation of nutrition program quality ~~standard; prepares a variety of periodic and special reports related to nutritional programs and project activities for review by appropriate County management~~ standards.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~

- ➤ Performs ~~other~~related duties as assigned.

**QUALIFICATION**  
**QUALIFICATIONS**

**Knowledge of:**

- ~~Principles and practices of effective employee supervision, including selection, training, work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.~~
- ~~Principles and practices of leadership.~~
- ~~Applicable federal, state, and local laws and regulations.~~
- Advanced principles and practices of nutrition, including menu planning and food preparation methods specific to program area of assignment.
- Advanced principles of nutrition for varying age, cultural, social, and economic groups.
- Advanced principles, practices, and techniques of nutrition education and counseling.
- ~~Principles and practices of program management including development, funding sources, grant proposal preparation, program evaluation, and fiscal management.~~
- ~~Principles of nutrition for varying age, cultural, social and economic groups.~~
- ~~Principles and practices of nutrition education and counseling.~~
- ~~Applicable federal, state and local laws and regulations.~~
- Principles of budgetary and grant development and administration.
- Methods and procedures for evaluating program quality and effectiveness.
- Community social service support services and agencies.
- ~~Office administrative procedures, including recordkeeping and the operations of standard office equipment.~~

**Skill in:**

- ~~Planning, organizing, assigning, directing, reviewing, Principles and evaluating techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.~~
- Techniques for providing a high level of customer service by effectively dealing with the work of assigned public, vendors, contractors, and County staff. ~~Training others~~
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- ~~Assist in work developing and implementing goals, objectives, practices, policies, procedures, and work standards.~~
- Performing Perform complex nutrition assessments, ~~determining determine~~ nutritional requirements, and ~~providing provide~~ client counseling.
- Working Work with a wide variety of ~~socio-economic socioeconomic~~, age, and ethnic groups. ~~Interpreting, explaining~~

- ~~Interpret, explain,~~ and ~~applying/apply~~ rules, regulations, and policies relating to nutrition program management.
- ~~Evaluating~~Evaluate the effectiveness of nutritional programs and food services.
- ~~Conducting~~Conduct effective nutritional workshops and other educational programs.
- ~~Preparing clear, concise and complete reports and other written correspondence.~~
- ~~Maintaining~~Maintain accurate records of work performed.
- ~~Establishing and maintaining~~Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~ work.

**Other Requirements:**

~~Must possess a valid driver's license. Must be registered as a Nutritionist by the American Dietetic Association.~~

**Education and Experience:**

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to ~~graduation~~a bachelor's degree from ~~an accredited~~ four-year college or university with major coursework in public health nutrition or nutrition sciences ~~and three years of experience as a nutritionist in a public health agency. , or a closely related field;~~An advanced degree in an appropriate field and lead or supervisory experience is desirable.

~~**Note:** The above qualifications are a typically accepted way~~AND

Three (3) years of experience as a Nutritionist in a public health agency.

An advanced degree in an appropriate field and lead or supervisory experience is desirable.~~obtaining~~

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of certification as a Registered Dietitian issued by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office, community field, or institutional setting, using various standard office equipment, including but not limited a mobile devices, computer technology, and

equipment specific to nutrition/dietary assessment and intervention; vision to conduct anthropometric assessment, identification of critical or emergency situations, and to read printed material and a computer screen; and hearing to evaluate parenting interaction, parenting skill level and verbal cues of potential domestic violence and speech to communicate in person, before groups, and over the telephone. Depending on assignment, standing in work areas and walking internal and external to facilities may be required—~~knowledge and skills~~, and travel to visit various cultural, physical, behavioral, and environmental settings may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer or other keyboard type, specialty devices such as breast pumping, blood screening, and anthropometric measuring devices. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work in both an office and community field environment with moderate noise levels and controlled and uncontrolled temperatures, and may work outdoors with exposure to loud noise levels and fluctuating temperatures. Incumbents may be exposed to bloodborne/aerosolized pathogens in the performance of their assigned duties. Employees may be subject to violence in the workplace related to interaction with the public and clientele who are emotionally distraught or afflicted with behavioral conditions.