

Jurisdictional Class: Competitive  
Adopted: December 30, 1997  
Revised: May 28, 2010

**NUTRITION SERVICES PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position responsible for coordinating the planning, development, implementation, and direction of the agency public health nutrition services. The incumbent serves as a liaison for the County Health Department to community based groups and organizations to strengthen, coordinate, and promote public health nutrition activities. The incumbent also serves as the chief specialist on nutrition for the department. Work is performed under the general supervision of the Director of Public Health with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over a small professional staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, organizes, develops, and directs the agency public health nutrition services for the promotion of public health and the conservation of human resources through the dietary aspects of the control of disease;  
Serves as chief specialist on nutrition for the agency;  
Determines nature and extent of nutrition needs and establishes long and short term program goals, objectives, policies, and standards;  
Evaluates nutrition programs;  
Pursues grant funding and projects for implementation of preventive nutrition programs in the community and administers the nutrition services provided as a result of such;  
Compiles information and statistics needed for reapplication of program funding and continued grant funded positions;  
Coordinates and integrates nutrition services with other programs of the department;  
Establishes and maintains cooperative relationships and serves as liaison with civic, educational, research, government, health care, and other related agencies to strengthen, coordinate, and promote public health nutrition activities;  
Supervises staff engaged in providing nutrition services in the public health program;  
Plans and supervises in-service education and training in nutrition for professional staff and staff development for nutritionists;  
Oversees recruitment, orientation, supervision, training, and evaluation of program staff;  
Designs, implements, and maintains record systems for program;  
Prepares and manages annual budgets and expenditures;  
Develops, prepares, and maintains a wide variety of records and reports;  
Interprets public health nutrition programs and research results;  
Interprets and directs the development and acquisition of nutrition education materials.

## Nutrition Services Program Coordinator

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles of nutrition and diet therapy;  
Thorough knowledge of relation of nutrition intake to health and to restorative and rehabilitative treatment;  
Thorough knowledge of how various disease states and medical regimens alter nutrient needs;  
Thorough knowledge of administrative principles and practices/public health administration, health economics, and legislation;  
Ability to interpret community health needs;  
Ability to communicate effectively both orally and in writing;  
Ability to plan and organize work effectively;  
Ability to plan and supervise the work of others;  
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;  
Ability to analyze and reevaluate nutrition data;  
Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Nutrition and one (1) year of supervisory experience in nutrition services in a public health/ community agency; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nutrition, Clinical Nutrition, or Public Health Nutrition and three (3) years of experience in nutrition services in a public health/community agency; one (1) year of which must have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENT:** Eligibility for a New York State Certified Nutrition/ Dietitian License and be eligible to be a registered dietitian with American Dietetic Association at time of application; possession of license and registered dietitian at time of appointment.