

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Director of Nutrition Services	
<b>TITLE CODE:</b> 2515	<b>SERIES:</b> Nutrition
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$22.31-\$28.65</b> <b>GRADE: 24</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Public Health Director/Administrator	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under general direction of the Public Health Director/Administrator is responsible for the planning, organizing, directing and financial management of the public health nutrition program for assigned local health department. Eighty (80) to ninety (90) percent of time is spent in performing administrative/management activities.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Master's degree in human nutrition, dietetics, food and nutrition, community nutrition, food systems management or related area (e.g. Human and Environmental Sciences or Home Economics/Home Economics Education)

**EXPERIENCE:** Four (4) years of experience as a licensed Dietitian/Certified Nutritionist with two (2) of the four (4) years in a supervisory capacity.

**SUBSTITUTION CLAUSE:**

**EDUCATION:** N/A

**EXPERIENCE:**

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must be a Licensed Dietitian (LD) by the Kentucky State Board of Licensure and Certification as provided in KRS 310.021 or be certified as a Certified Nutritionist (CN) by the Kentucky State Board of Licensure and Certification as provided in KRS 310.031.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Must maintain current licensure and certification. Must complete required annual updates.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Performs complex nutrition management that requires the independent application of experienced judgment and skill. Responsible for recruiting and directing nutrition staff; assessing community nutrition needs; collaborates with state and community agencies and assures that community groups receive appropriate nutrition education to assist in adequate and appropriate nutrition intake; monitoring and evaluating nutrition services, operations and budgets; and serving as the chief specialist on nutrition for the local health department. Serves as an advisor to the agency's director on all matters pertaining to nutrition. Interprets and supports the purposes, philosophy and objectives of the agency. Maintains quality of services in accordance with agency policies and as outlined in the Public Health Practice Reference (PHPR) and Administrative Reference (AR.) Establishes/develops/ updates agency and state policies and procedures and conducts QA and utilization reviews and develops and implements plans for in-service training and continuing education.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the clinic or community setting.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 07/01/07

**DATE OF LAST REVISION:** 06/26/09

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.