

UTAH COUNTY OFFICE OF PERSONNEL MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606

Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: ucpersonnel@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail.

All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: DIVISION DIRECTOR - WIC

Posting# 1063-0316md

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure/certifications

STARTING SALARY: Step 57; \$2,781 bi-weekly - \$34.76 per hour

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: February 24, 2016

CLOSING DATE: March 2, 2016

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under the general direction of the Executive Director of the Utah County Health Department, directs the USDA Special Supplemental Nutrition Program for Women, Infants, and Children in Utah County. Responsible for the fiscal control, personnel management, program planning, operation, evaluation, quality, and appropriateness of program services.

DUTIES INCLUDE:

Supervises, plans, coordinates, directs and controls all activities and personnel functions of the WIC division.

Prepares, justifies, analyzes, adjusts, and monitors the WIC budget; authorizes purchase orders and expenditures for the division and monitors revenues and expenses.

Makes staffing decisions within the division including recruitment, hiring, training, performance evaluation, scheduling of work load, and promotion and retention of personnel.

Coordinates with the state WIC Program, other state agencies, other WIC agencies, and County agencies in order to interpret and implement federal, state and county policy as it relates to nutritional services within the county.

Evaluates the quality and appropriateness of resource allocation, operational procedures, productivity standards, the nutritional care component, and the Safety and Infection Control program; designs and implements strategies to improve quality, productivity, and cost effectiveness.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: The principles, theories, and practice of community health, nutrition, dietetics, budgeting, and personnel management and Current federal, state, and local regulations related to program operations.

Skill in: Supervisory techniques; Strategic and operational nutritional care planning, program implementation, quality improvement; program evaluation and Clear, persuasive verbal and written communication.

Ability to: Maintain cooperative relationships with policy makers, administrators, funding agencies, health professionals, media, clients, and the public; Develop creative and innovative solutions to community health problems; and Identify epidemiological, economic, and social trends that affect nutritional status of target populations.

EDUCATION, EXPERIENCE, LICENSURE/CERTIFICATIONS OTHER REQUIREMENTS

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

Master degree in Nutrition, Public Health Administration, Public Health Nutrition, Community Nutrition, or a closely related field; and four (4) years of experience directing a nutritional program in an organization, of which a minimum of one (1) year is in a supervisory capacity. Equivalent combinations of education and experience may also be considered. Applicant must be registered with the ADA Commission on Dietetic Registration (RD) and be certified with the State of Utah Division of Occupational and Professional Licensing (CD).

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.