

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIVISION DIRECTOR - WIC
CLASS CODE: 1063

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 02/03/2016 (REVISED 1/31/2012 VERSION)
DEPARTMENT: HEALTH

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.

ESSENTIAL FUNCTIONS

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.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the division.

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.

Ensures division services comply with federal, state and county requirements and acceptable professional standards of practice and licensure requirements; responds to federal, state and county audits and implements and tracks corrective action.

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.

Drafts job descriptions and develops annual staffing plans consistent with licensing requirements, federal mandates, projection of caseload and funding, program goals, and identified community needs.

Evaluates agency needs for space and services; negotiates, submits for bid, and has contracts prepared for clinic lease agreements, interagency agreements, janitorial and other services, and capital expenditures.

Prepares state required annual nutritional program goals and objectives for the coming year using CDC surveillance data, satisfaction surveys, client nutritional risk data and economic and social trends of the county; evaluates outcomes of the previous year's goal.

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Prepares grant proposals and negotiates contracts to obtain external funding to enhance nutritional services; monitors grant fiscal and performance compliance.

Supervises and coordinates division involvement within the department, with other county agencies, volunteer groups, outside agencies, professional training programs and work site training programs.

Promotes WIC services in Utah County and provides public education and federally mandated outreach on division services via media, health fairs, seminars, and information flyers, and provides information to elected officials as requested or as necessary.

Represents WIC local agency directors and clients on advisory boards, committees, interagency councils, and national and local task forces and committees.

Responds to public health emergencies as required by the department or division administration.

Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

The principles, theories, and practice of community health, nutrition, dietetics, budgeting, and personnel management.

Current federal, state, and local regulations related to program operations.

Skill in:

Supervisory techniques.

Strategic and operational nutritional care planning, program implementation, quality improvement, and program evaluation.

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.

Identify epidemiological, economic, and social trends that affect nutritional status of target populations.

PHYSICAL DEMANDS

Typically: sits at a desk.

Regularly: drives a motor vehicle.

Works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: lifts or otherwise move objects weighing up to 30 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, clinic or other environmentally controlled building. Regular travel is required to manage clinics and to attend meetings.

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EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

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).

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

Selected applicants are subject to, and must pass, a full background check.

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.