

Jurisdictional Class: Competitive  
Adopted: January 1, 2012  
Revised: August 13, 2015

**SUPERVISING PUBLIC HEALTH NUTRITIONIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the planning, development, direction, and evaluation of the agency public health nutrition services and the implementation of nutritional services within the community. The agency nutritional programs and services are designed to prevent disease and improve the health of individuals, families, and communities. The position involves assisting in promoting public health nutrition activities. The work is performed under the general supervision of the Director of Health Planning and Promotion with leeway allowed for the exercise of independent judgment in carrying out the professional nutrition details of the job. Supervision is exercised over the work of other subordinate professional staff involved with nutritional aspects of the program. The incumbent does related work as required.

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

Plans, develops, directs, and evaluates the agency public health nutrition services and implementation of nutritional services within the community;  
Supervises and evaluates staff responsible for implementation of nutrition programs and recommends staffing needs;  
Manages day-to-day needs of direct report employees;  
Plans and supervises in-service education and training in nutrition for professional staff and staff development for nutritionists;  
Analyzes performance indicators for trends in nutrition and health;  
Recommends and integrates evidenced based nutrition programs into community settings;  
Interprets local and state policies related to nutrition and chronic disease and develops protocols to assure local agency adherence;  
Models and facilitates integration of cultural sensitivity and competence;  
Assists in mobilizing community members to address high need nutrition issues;  
Oversees expenditures allocated for nutrition program staff and related projects;  
Supports and contributes to grant development;  
Develops strategies to motivate others in problem solving and decision making;  
Assists in the preparation and management of annual budgets and expenditures;  
Assists in the Interpretation of public health nutrition programs and research results;  
Interprets and directs the development and acquisition of nutrition education materials;  
Participates in State, regional, and local programs to keep abreast of new developments in the field of nutrition;  
Maintains records in accordance with Federal and State agency requirements;  
Prepares records and reports including expenditures relating to nutrition activities;  
Applies technology for accurate and efficient use of data communication;  
Assures completion of evaluations, reports, and data analysis to assure funding stream;  
Represents Clinton County Health Department at New York State Department of Health and national conferences, meetings, and communications;  
Participates in training for Incident Command System, emergency response and drills, and responds to community emergencies/disasters as part of the Public Health Response requirements;  
Participates in leadership activities including orientation of new staff and participates in teams addressing work improvement projects.

## Supervising Public Health Nutritionist

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

Thorough knowledge of the principles, practices, and techniques of public health education and nutrition including nutrition assessment and scanning;

Thorough knowledge of the principles, practices, and techniques of program management;

Thorough knowledge of community structure within the public health system;

Thorough knowledge of educational techniques and methods of communication;

Good knowledge of data collection procedures and ability to survey public health education needs;

Good time management and program development skills including establishing long range goals;

Ability to interpret health reports, scientific data and recommendations, and to apply to a local setting;

Ability to direct the work of others;

Ability to establish and maintain effective relations with community agencies and people with diverse cultural, economic, and social backgrounds;

Ability to work within a budget, fiscally manage a program(s), and understand and complete financial billing processes necessary for reimbursement;

Ability to use technology for accurate, efficient, secure data management and communication;

Ability to prepare reports;

Sound judgment;

Flexibility.

### **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 or administrative experience as a nutritionist or Registered Dietitian in a clinic, healthcare, or public health setting; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nutritional Sciences, Community Nutrition, Clinical or Human Nutrition, Dietetics, Foods and Nutrition, Public Health Nutrition, or closely related field and three (3) years of experience as a nutritionist or Registered Dietitian in a clinic, healthcare, or public health setting; one (1) year of which must have been in a supervisory or administrative capacity; or
- (c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree with major studies in food and nutrition and completion of a didactic program in Dietetics as approved by the Academy of Nutrition and Dietetics and three (3) years of experience as a nutritionist or Registered Dietitian in a clinic, healthcare, or public health setting; one (1) year of which must have been in a supervisory or administrative capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENT:** Eligibility for credentialing as a New York State Certified Dietitian/Nutritionist and be eligible to be a Registered Dietitian/Registered Dietitian Nutritionist with the Academy of Nutrition and Dietetics at time of application; possession of Registered Dietitian/Registered Dietitian Nutritionist credentials at time of appointment and obtainment of New York State Certified Dietitian/Nutritionist status within one (1) year of appointment.

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

Qualifications are regulated by Part 11 of the State Sanitary Code (10 NYCRR).

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**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.