

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: W.I.C. PROGRAM MANAGER
DEPARTMENT: PUBLIC HEALTH NURSING
REPORTS TO: PUBLIC HEALTH NURSING DIRECTOR

CLASS CODE: 4068
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Manages staff and performs very complex administrative, nutritional care and perinatal services and functions, including: planning, developing and implementing programs; overseeing completion of grant applications and funding processes; and managing the development and administration of budgets.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Interprets state and federal regulations in relation to programs and ensures compliance.

Develops annual and multi-year plans and budgets for programs.

Oversees the preparation and distribution of health education materials to program clients and agencies.

Identifies funding sources and processes related information, including: preparing grant applications; working with foundations and local funding sources; securing funding through sub-contracts; assuring compliance with administrative requirements; maintaining records and generating reports; approving fund expenditures; and preparing annual plans and programs.

Plans, develops, administers and revises program policies and procedures.

Develops high risk care plans and follow-up for clients meeting criteria.

Serves as liaison and consultant between department and hospital, physicians, public health staff, and other agencies/organizations.

Serves as a competent professional authority who interprets and implements the nutritional risk criteria for assessments and counseling of W.I.C. clients by program and department staff or health care providers.

Trains employees in use of software and provides maintenance and trouble shooting of department software and hardware.

Enters and retrieves a variety of complex information into a computer terminal.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

Participates in staff and professional meetings to discuss client issues, plan educational activities and events and disseminate nutrition information.

Formats, types letters, memos, charts, labels, reports, or other correspondence on a word processor or typewriter.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

Creates and maintains complex and/or confidential files and compiles and completes data for administrative and public reports.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Represents the organization at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, officials, citizens, and representatives of the press, to establish good will and resolve/respond to issues.

Reports administrative and/or operational problems to supervisor.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer and Printer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor=s degree from an accredited college or university in Nutrition Science, Clinical Dietetics or related field; and,

Four to five years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Registered Dietitian

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administration of staff and activities, either directly or through subordinate supervision.

Principles of program management, including budgeting, needs assessment and grants.

Clinical nutrition and human physiology.

Community nutrition.

State W.I.C. computer program.

Basic methods of assessing nutritional status of clients.

Community resources.

Internal departmental policies and procedures.

Interviewing techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Developing goals, organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to write reports.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

While performing the essential functions of this job the employee is regularly required to use shape perception and discrimination.

While performing the essential functions of this job the employee is frequently required to lift and/or move up to 10 pounds and occasionally required to lift and/or move up to 30 pounds.

Working Conditions:

Work is performed in a public health facility and at other locations, exposing the employee to people who may be sick or carrying contagious diseases.

The incumbent's working conditions are typically moderately loud.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.