

## **DIRECTOR OF NUTRITION SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Office for the Aging and involves responsibility for the administration of a multi-faceted aging and nutrition service. The work involves planning, budgeting, monitoring of contract agencies, coordinating with professional staff both inside and outside of the Office for the Aging, and direct supervision of office staff responsible for carrying out activities relating to the aging and nutrition services. The incumbent is responsible for the overall administrative direction and monitoring of aging services and programs. The Director provides leadership to community agencies and to County programs with the development of new services and programs, and ensures coordination and integration with federal and state programs. Work is performed in conformance with local, state and federal statutes. Broad administrative direction comes from the Director of Office for the Aging with wide leeway for independent judgment. Director of Nutrition Services is responsible for the administrative and supervisory duties of nutrition and aging services programs, and is responsible for department operations in the absence of the Office for the Aging Director. Does related work as required.

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

- Reviews budgets and programmatic proposals of contract agencies carrying out the aging and nutrition services;
- Supervises and coordinates monitoring of aging and nutrition contract agencies;
- Manages the day-to-day operation of the administrative component of the Office for the Aging Nutrition Unit;
- Develops work systems and practices which optimize available staffing and resources for the Nutrition Unit of the Office for the Aging;
- Exercises direct supervision over clerical staff assigned to the Nutrition Unit;
- Works as a partner with aging specialists and case management staff, as well as community professionals such as hospital discharge planners, to ensure that the aging and nutrition services function as part of a comprehensive system of community-based eldercare services;
- Conducts planning and review activities whenever changes to the program are contemplated, including the opening of new sites or changes in service delivery;
- Maintains and analyzes detailed records and reports, as required by the New York State Office for the Aging and the Director of the Oneida County Office for the Aging;
- Determines the need for services;
- Prepares and releases public information and education efforts, including attending meetings, speaking to groups and generally interpreting the role of the nutrition services component to the public;
- Coordinates with contracted Registered Dietitians to ensure that required R.D. functions (nutrition counseling, nutrition education and menu preparation) are carried out in a way which enhances the program;
- Assists the Director in planning, organizing, and administering the department, and the planning, coordinating and administering of community-based aging services to Oneida County;

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**TYPICAL WORK ACTIVITIES:** Continued

Assists the Director with planning the yearly department budget and with writing the Annual Implementation Plan (AIP) including funding applications to the State Office for the Aging;  
Represents the Director in his/her absence at speaking engagements, community meetings, County Executive meetings and Board of Legislators meetings/activities;  
Directs the department operations in the absence of the Director;  
Performs other duties, as assigned by the Director.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough understanding of aging programs, especially the Nutrition Program for the Elderly; good knowledge of the needs of older people; good knowledge to effectively review, understand and evaluate the proposals of contract agencies; good knowledge of community agencies, facilities and services that may be utilized to help the elderly; good knowledge of public relations techniques; good knowledge to plan, supervise and direct the work of others; ability to communicate clearly and effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in food and nutrition, food service, nutritional management, gerontology, institution management, community organization, human services or a closely related field, **AND** two (2) years of \*administrative experience in a nutrition or human services setting, which involves the elements of planning and evaluation of programs, and staff supervision; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in food service, nutritional technology or a closely related field, **AND** four (4) years of experience as described in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** six (6) years of experience as described in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

**SPECIAL REQUIREMENTS:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**DEFINITIONS:** \*Administrative experience-Means responsible direction and control for an identifiable organizational unit or program; in addition to the supervision of work groups, administrator is involved in planning and resource allocation and program evaluation and policy formulation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analysis or personnel, which do not involve the aforementioned responsibilities, are not considered administration experience.