



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

NUTRITION PROGRAM DIRECTOR GRADE 15 OFFICE FOR THE AGING

Applications are now being accepted by the Office for the Aging to fill the position of Nutrition Program Director. This position is allocated to the competitive class. The nature of the appointment is provisional pending outcome of a Civil Service Examination. Examination will be announced at a later date.

This is an administrative position involving planning, organizing and evaluating the Senior Dining Program for the elderly of Orange County. The Director administers the Senior Dining Program to meet dietary, fiscal and programmatic requirements of the program's funding sources. Duties are performed under the general supervision of the Director, Office for the Aging, with leeway allowed for exercise of initiative and independent judgement in carrying out administrative and technical professional details of the work. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree or higher in nutrition, dietetics, restaurant management or related field and two (2) years experience in nutrition program administration or as a food service manager or supervisor in a hospital, senior citizen center, school lunch program, day care center, assisted living or extended care facility or similar facility, one (1) year of which must have been in a supervisory capacity; OR
- (B) Associate's Degree or higher in nutrition, dietetics, restaurant management or related field and four (4) years of experience as outlined in (A) above, one (1) year of which must have been in a supervisory capacity.

NOTE: Possession of a valid registration as a Dietitian from the Commissions on Dietetic Registration of the American Dietetic Association may be substituted for one year of the required experience.

SPECIAL REQUIREMENT: Must possess the ability to fulfill the travel requirements of field assignments.

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.

SALARY: Orange County Employees – According to CSEA contract for Grade 15
New Hires - \$37.3674 per hour

SEND APPLICATION TO:

Orange County Office for the Aging
40 Matthews Street, Suite 305
Goshen, NY 10924
ATTN: Ann Marie Maglione, Director

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page.

An Equal Opportunity Employer
www.orangecountygov.com

Revised Salary Update: 5/6/24