

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PRINCIPAL NUTRITION ASSISTANT **GRADE:** 10

TITLE ABBREVIATION: PRIN NUTR ASST **TITLE NO.:** 6594

JURIS.CL: C **SALARY CODE:** **UNIT:** **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: PUBLIC HEALTH **DIVISION:** WIC

SUPERVISOR'S TITLE: NUTRITION PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for coordination and performance of administrative clerical tasks for the Women, Infants and Children (WIC) program which provides supplemental food and education for women, infants and children at nutritional risk. The incumbent functions as an Office Manager directing the daily operations of the program and supervising the work of Nutrition Assistants and Senior Nutrition Assistants assigned to three clinic sites. Work is performed under the general supervision of the Nutrition Program Coordinator and involves independent analysis and a high degree of decision making. May involve travel to clinic sites. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Serves as an assistant to Nutrition Program Coordinator in all administrative issues to insure successful delivery of the WIC program in Orange County;
2. Supervises clerical staff assigned to WIC program including hiring, training and evaluating;
3. Coordinates inquiries between clients, vendors and NYS vendor consolidate unit;
4. Prepares a variety of reports as required by the State and/or County and compiles all statistics and the annual nutrition education plan;
5. Obtains quotes from outside vendors and completes all required purchase requisitions and related paperwork;
6. Maintains Director's calendar and schedules appointments;
7. Opens and screens mail and disseminates assignments to office personnel;
8. Coordinates the request, canvassing and notification of appointments made from eligible lists in accordance with Civil Service rules and regulations;
9. Types a variety of materials including, but not limited to, budgets, contracts, correspondence, reports;
10. Attends Health Fairs and coordinates shipping of materials to schools and hospitals;

11. Works in the clinics on an as-needed basis: interviews clients to determine program eligibility, performs finger sticks to determine hemoglobin levels, weighs and measures infants and children and plots weight gain for pregnant women and calculates anthropometric measurements, under the direction of a nutritionist and/or nurse, for use by the professional in determining nutritional risk;
12. Coordinates all outside services for repairs and maintenance and maintains inventory for all clinic sites;
13. Receives and handles inquiries, complaints and requests concerning departmental activity;
14. Compiles and researches data to complete all mandated state, county and agency reports;
15. Uses a variety of office equipment including, but not limited to, computers, printers, copiers, calculators, fax machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative procedures and regulations of WIC Nutritional Program; thorough knowledge of program and services available through WIC Nutritional Program; thorough knowledge of record keeping techniques; good knowledge of office terminology and procedures and computerized office systems; good knowledge of English and business math; good knowledge of the correct procedures for plotting and interpreting infant and child growth charts and pregnancy weight gain grids; skill in the use of computers and related software; interviewing skills, organization skills; ability to supervise the work of others; ability communicate both orally and in writing; clerical aptitude; empathy; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two (2) years of office clerical experience in an administrative or supervisory capacity in a human service agency; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (A) above.
- (C) Possession of a current New York State registration as a Licensed Practical Nurse and three (3) years of Licensed Practical Nursing experience.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license.

REVISED: 9/25/17 dc