

Code: 4548

Title: COMMUNITY HEALTH/DIETETIC SERVICES MANAGER

SUMMARY: Plans, coordinates and manages the administrative operations for multiple Community Health/Dietetic Services (CH/DS) programs for Pima County.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, manages, evaluates and coordinates multiple Community Health/Dietetic Services (CH/DS) programs;

Manages the activities of professional and administrative staff and evaluates their performance;

Studies and assesses the need for nutrition and health services for the community, develops recommendations and services to address findings and implements changes to provide needed services;

Develops program goals, objectives, policies and procedures and establishes short- and long-range plans for county-wide CH/DS programs;

Analyzes local, state and federal legislation and ensures CH/DS programs are compliant with regulations and policies;

Tracks, researches, forecasts effects and provides input to local, state and federal agencies on the possible effects of proposed legislation on CH/DS programs;

Develops, administers, monitors and submits multiple CH/DS program's annual budgets, prepares financial forecasts and pursues external funding to expand services;

Develops and directs the implementation of procedures for marketing, outreach plans, client referral, client education and eligibility determination;

Designs, implements and manages the mechanism for monitoring contract compliance and approves the implementation of recommended corrective action as needed;

Analyzes and approves reports prepared by staff detailing the progress, status, activity and success of multiple CH/DS programs for management, local, state and federal agencies, elected and appointed officials and outside contractors;

Acts as point of contact/representative to private sector and other agencies and organizations involved with CH/DS programs;

Develops and maintains effective working relationships and coordinates program activities with other County departments, public and private agencies, organizations and groups, to promote the programs and their goals;

Develops, negotiates and monitors contracts, grant applications, grant funds, sub-contracts, intergovernmental agreements and financial service agreements for various CH/DS programs;

Reviews and approves the development and/or update of local policy and procedural manuals prepared by others;

Manages the eligibility appeals process including non-routine/complex appeals as set by the Arizona Department of Health Services;

Manages development of community nutrition and health educational training plans and risk specific nutrition care plans, policies and procedures;

Develops and coordinates strategy for media releases and presentations regarding CH/DS to the community.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of program management, research and planning;

- principles and practices of CH/DS, program development and administration;
- principles and practices of Human Resource Management, supervision, evaluation and training;
- principles, practices and techniques of effective communication to include written composition and public speaking;
- principles, practices and techniques of nutrition and dietetics;
- local, state and federal laws, rules, regulations and standards;
- data and statistical analysis techniques and application to planning studies and projects;
- contract and grant application preparation, negotiation and administration;
- community agencies, organizations and resources;
- principles and practices of budgeting, financial forecasting, accounting, purchasing, contracting and financial management;
- principles and practices of public relations, marketing, and outreach strategies;
- principles and practices of the eligibility appeals process;
- principles, practices and techniques of nutrition and health educational and training programs.

Skill in:

- administering multiple community nutrition and health programs;
- planning, managing, evaluating and developing programs and projects;
- managing staff and program activities;
- communicating effectively;
- developing, implementing and explaining policies, procedures, goals and objectives;
- researching, analyzing and reporting data;
- preparing and managing budgets, grants, contracts and intergovernmental agreements;
- establishing and maintaining effective working relationships with service groups and organizations;
- forecasting effects of proposed legislation relevant to programs.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Current registration as a Registered Dietician by the Academy of Nutrition and Dietetics and four years administrative experience in nutrition, community nutrition, public health, nutritional science, nutrition education, or human nutrition, plus two years of supervisory experience.

(Supervisory experience may be concurrent with administrative experience.)

(A Master's Degree from an accredited college or university in nutrition, community nutrition, public health, nutritional science, nutrition education, or human nutrition may substitute for one year of the required non-supervisory experience.)

OR:

(2) Current registration as a Registered Dietician by the Academy of Nutrition and Dietetics and two years of experience as a Pima County Community Health/Dietetic Services Coordinator.

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a Registered Dietician by the Academy of Nutrition and Dietetics is required at the time of appointment. Maintenance of current registration as a Dietician is a condition of employment. Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial or promotional probation. Failure to maintain the required certification/licensures shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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