



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

PROGRAM SPECIALIST - NUTRITION

**Class Code: 1380
Work Days: 225**

GENERAL PURPOSE

Support the day-to-day development, implementation, and management of Nutrition activities and services; facilitate activities to support the program and serve as a liaison with other organizations and as a resource to school districts and other agencies in the area of Nutrition; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and clerical staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Assist higher-level management staff in the implementation of nutrition program goals, services, and activities.
 3. Provide coaching and technical assistance to school, early education, and community partners.
 4. Promote nutrition program activities and services, facilitate program events and trainings, develop educational materials and marketing materials including news releases, flyers, schedules of events, pamphlets, and brochures.
 5. Provide information to OCDE colleagues on the essential components of a nutrition education program.
 6. Plan, coordinate, and implement nutrition program services and activities.
 7. Represent the nutrition program to community stakeholders.
 8. Participate in the selection and evaluation of staff; provide or coordinate staff training.
 9. Develop and provide training and professional development materials for subcontractors.
 10. Maintain records and develop reports pertaining to program services and activities; compile reports needed for evaluation of program effectiveness; prepare statistical reports as required.
 11. Must demonstrate attendance sufficient to complete the duties of the position as required.
 12. Perform related duties similar to the above in scope and impact as required.
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QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Organization and effective management practices and principles.
2. Basic operations, services, and activities of relevant nutrition programs and services.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Basic procedures, methods, and techniques of budget preparation and control.
5. Recent developments, current literature, and sources of information related to relevant nutrition programs and services.

Ability and Skill to:

1. Coordinate, direct, and implement programs and services in the community.
2. Perform nutrition analysis of school and child care meals.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and Communicate clearly and concisely, both orally and in writing, in English.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in nutrition science, or a related field and three years of increasingly educational experience including two years in nutrition education.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is variably paced with moderate pressure.

7/2017