

## WIC PROGRAM MANAGER

### NATURE OF WORK

This is professional managerial and administrative work planning, organizing and directing the Women, Infant and Children (WIC) program within the City-County Health Department.

Work involves responsibility for overseeing the delivery of program services to WIC clients. An employee of this class is expected to exercise independent judgment with work being performed according to established WIC guidelines, as well as department policies and procedures. Supervision is exercised over subordinate employees in the WIC program. General supervision is received from the manager of the Division of Dental Health and Nutrition Services with work being reviewed in the form of reports, conferences, public comments and program effectiveness.

### EXAMPLES OF WORK PERFORMED

Develops and recommends policies and procedures that comply with Federal, State, City and departmental regulations; reviews procedures annually, including training and orientation materials for new employees.

Manages contract with the Nebraska Department of Health and Human Services; monitors and assures compliance with grant specifications.

Supervises and directs employees working in the WIC program; coordinates the recruitment, selection and training of new employees; plans, directs and monitors employee' assignments and caseloads; evaluates employee performance; assists staff in clinic as needed.

Develops and administers WIC program budget within the established guidelines of the State and the City and County; directs, monitors and projects budgetary needs and expenditures.

Oversees graduate dietetic interns assigned to the program.

Develops and maintains community involvement through work on a variety of committees in order to identify community needs and assist in developing plans to meet those needs.

Completes program planning, including establishing goals, objectives and performance management indicators; monitoring and reporting progress toward goals; integrates team goals into division/department quality assurance.

Monitors and evaluates the work methods, procedures and overall functions of the WIC program; prepares reports and recommendations for changes in work methods, procedures and policies in order to obtain objectives previously established.

Establishes and enforces standards for quality and efficiency in work performance in dealing with public; evaluates program effectiveness by review of activities and other reports submitted, conferences and public comments.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Through knowledge of program development, management and evaluation within a larger organizational structure.

Thorough knowledge of the policies and regulations pertaining to the Women, Infants and Children program.

Considerable knowledge of the principles and methods of organizational development and management.

Knowledge of financial management including budgeting and grant management.

Ability to plan, assign, supervise and evaluate the work of professional, paraprofessional and clerical subordinates.

Ability to analyze and interpret data and submit reports upon analysis.

Ability to communicate effectively both orally and in writing.

Ability to maintain accurate client records.

Ability to establish and maintain effective working relationships with government officials, community agencies, co-workers and clients.

Ability to formulate and interpret technical and legislative policy with regard to government grants and contracts.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in nutrition, dietetics or public health supplemented by coursework in nutrition or related field plus two years of experience in an administrative, managerial or supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, skills and abilities.

#### NECESSARY SPECIAL REQUIREMENT

Must possess and maintain a valid driver's license.

Current registration as a dietitian.