



## POSITION POSTING

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**Date Posted:** December 2, 2022  
**TITLE:** Nutrition Director  
**CLASSIFIED:** Full Time; FLSA Exempt  
**PAY RANGE:** \$34.08-\$47.72/hr. (\$70,886.40-\$99,257.60/yr.), depending on experience  
180-Day Probationary Period  
**WORK HOURS:** 8:30 A.M. to 4:30 P.M.; some nights/weekends/holidays may be required  
**IMMEDIATE SUPERVISOR:** Health Commissioner

**GENERAL SUMMARY DESCRIPTION:** Wood County Health Department is committed to leading efforts to foster healthy lifestyles across our community. The ability to access and choose healthy food is essential to reducing impacts of chronic disease and improving overall health. The Nutrition Director will play an integral role in leading the development of strategies and partnerships that ensure residents have access to affordable, healthy foods and the knowledge and desire to make good choices about the foods they eat and feed their families. The ideal candidate will be passionate about nutrition and committed to changing lives our community.

As a member of the senior leadership team, the Nutrition Director will develop Wood County Health Department's Nutrition Division, which includes the WIC program and broader community nutrition initiatives and services, providing both strategic leadership and operational oversight. The position is charged with increasing WIC clients and programs while building sustainable community nutrition services that expand beyond WIC and serve all county residents. In addition, the Nutrition Director will develop, implement and maintain policies that position the Nutrition Division for effective and nimble operations; lead application for, budgeting of, and effective management of Division funds; ensure appropriate use of program funding, in accordance with grant rules and spending authorizations; prepare and provide accurate program reports by established deadlines; manage staff including dietitians and other health professionals; and work effectively with agency partners to achieve public health goals and priorities. Remote work and flexible schedules available, as Division requirements allow.

### MINIMUM EXPERIENCE/QUALIFICATIONS:

- Bachelor of Science in Dietetics or similar degree that meets State requirements for WIC directors.
- Hold a license in dietetics with authorization to practice in Ohio, i.e., Registered/Licensed Dietician. Out-of-state license holders must be able to obtain a license in Ohio before beginning in the position.
- Previous experience supervising the work of others; three or more (3+) years preferred.
- Must have strong organizational skills, strong analytical thinking abilities, strong attention to detail, work independently, have the ability to multi-task, be able to meet deadlines, be an effective leader who is able to delegate and effectively utilize staff, and be passionate about growing and expanding nutrition services.
- Experience working in public health, FQHCs or with governmental grants valuable.
- Knowledge of public health laws, regulations and standards for dietetic services.
- Must be proficient in Microsoft Office Suite and accounting software.
- Must successfully pass background check.
- Must possess a valid Ohio driver's license and reliable transportation.
- Must be able to provide proof of automobile insurance.
- COVID-19 vaccination or eligibility for medical or religious exemption required.
- NOTE: An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

SUBMIT RESUME, COVER LETTER AND APPLICATION TO:

Julie Kauffman, HR Coordinator  
1840 East Gypsy Lane Rd  
Bowling Green, Ohio 43402  
419-352-8402, x. 3226  
[jkauffman@woodcountyohio.gov](mailto:jkauffman@woodcountyohio.gov)

DATE SUBMITTED BY: Until Filled; Interviews will occur on a rolling basis.

Note: A signed and notarized employment application must be submitted to be considered for employment with the Wood County Health Department. Resumes submitted without an Employment Application will not be considered a complete application for employment.  
Application Link: <https://www.co.wood.oh.us/commissioners/employment/Application%202022.pdf>