



POSITION POSTING

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: As a member of the senior leadership team, the Nutrition Director will provide strategic leadership and operational oversight of the health department's Nutrition Division, which includes the WIC program and broader community nutrition initiatives and services. This position is responsible for the recruitment, onboarding, management and retention of the staff in the Nutrition Division. The Nutrition Director will oversee all aspects of Nutrition Division programs; retain and expand WIC clients and services; build and establish sustainable community nutrition services, expanding beyond the WIC program; 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; provide timely, accurate responses to all grant and other applicable inquiries; 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.
- 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

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>

Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.