



**Code: 3437**  
Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Public Health

---

## **CLASS TITLE: DIRECTOR OF NUTRITION**

### **CHARACTERISTICS OF THE CLASS**

Under direction, the class is managerial in nature, responsible for managing and directing the functions and staff within the Nutrition Division of the Department of Public Health, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs Regional Nutrition Coordinators engaged in coordinating activities and overseeing staff administering nutrition programs such as the Women Infants and Children (WIC) at sites within an assigned region
- Develops and implements quality standards and work objectives for the education, counseling and operations components of the department's nutrition programs
- Establishes performance measures for use by staff in assessing and evaluating nutrition services provided to clients
- Ensures program compliance with applicable federal, state and local standards, policies and regulations
- Participates in the selection of staff, monitors the performance and on-going development and training of division staff, conducts performance evaluations of supervisory staff and recommends disciplinary action as required
- Directs the preparation of grant applications and proposals to obtain funding for nutrition programs and services
- Oversees staff responsible for preparing educational materials on nutrition care for use by staff and clients
- Works closely with program staff, community organizations and other stakeholders to evaluate the quality and effectiveness of maternal and child health related programs
- Works collaboratively with outside agencies and community organizations to establish partnerships and referral systems
- Reviews, evaluates and prepares reports on proposed federal and state legislation impacting nutrition, women and child health services and programs
- Directs the preparation of comprehensive narrative or statistical reports on program services and accomplishments required by funding sources
- Prepares and manages the division's operating budget and directs purchasing functions
- Prepares various staffing and activity reports and keeps senior management abreast of program issues and concerns
- Participates in meetings, attends training and other professional development functions to keep abreast of best practices and new developments in the field of nutrition
- Represents the department in meetings, conferences, special task force initiatives and work committees to discuss the development and evaluation of WIC and nutrition programs and services

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience

- Graduation from an accredited college or university with a Master's degree in Dietetics, Food and Nutrition or a directly related field, plus five years of work experience in the field of nutrition, of which three years are in a supervisory role relating to the responsibilities of the position

### Licensure, Certification, or Other Qualifications

- Registered Dietitian (RD) credential awarded by the Commission on Dietetic Registration
- Licensed Dietitian Nutritionist (LDN). At the time of employment, positions must be licensed as a Dietitian Nutritionist (LDN) in the State of Illinois

## WORKING CONDITIONS

- General office environment

## EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

## PHYSICAL REQUIREMENTS

- None

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Comprehensive knowledge of:

- \*principles, practices and procedures of food and nutrition programs
- \*nutritional assessment, planning and counseling
- \*quality standards in public health nutrition

Considerable knowledge of:

- federal, state, and local laws, regulations, and guidelines regarding nutrition programs

Moderate knowledge of

- \*management and supervisory methods, practices, and procedures
- \*applicable computer hardware and software technology
- \*record keeping and report preparation methods, practices, and procedures
- budget preparation and planning

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Regional Nutrition Coordinator

### Skills

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- MANAGEMENT OF FINANCIAL RESOURCES – Determine how money will be spent to get the work done and account for these expenditures
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Regional Nutrition Coordinator class

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Regional Nutrition Coordinator class

### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Regional Nutrition Coordinator class

---

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

---

City of Chicago  
Department of Human Resources  
September, 2012

Minimum Quals revised: September, 2013