

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3143    **TITLE:** NUTRITION PROGRAM SUPERVISOR    **GRADE:** S-24

**DEFINITION:**

Under limited supervision, supervises the delivery of countywide nutrition services in support of Women and Infant Children (WIC), the breast feeding promotion program, obesity prevention initiatives and other countywide nutrition programs; formulates the WIC Service Plan (WSP) and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Nutrition Program Supervisor is distinguished from the Senior Public Health Nutritionist in that the Program Supervisor supervises the daily operations of the program, supervising nutritionists at multiple locations throughout Fairfax County, whereas the Senior Public Health Nutritionists serve as first line supervisors at an individual site.

The Nutrition Program Supervisor is distinguished from the Nutrition Program Coordinator in that the Nutrition Program Coordinator conducts strategic long range planning, program development and management to ensure continuity of operations, maintenance of nutrition components, and smooth program delivery, whereas the Program Supervisor supervises the daily operations of the program, supervising nutritionists at multiple locations throughout Fairfax County.

**ILLUSTRATIVE DUTIES:**

Responsible for supervision and management of nutrition staff at all county sites, including direct supervision of Senior Nutritionists;  
Assesses needs, allocates resources to meet the requirements for efficient delivery of services, and makes workload adjustments as necessary for all sites;  
Oversees and evaluates the delivery of countywide WIC services for quality and effectiveness;  
Coordinates the Breast feeding promotional activities between the State and the County;  
Directs hiring and training of Senior Nutritionists, Nutritionists and Nutritionist Assistants;  
Coordinates the activities of students and interns to ensure a positive learning experience;  
Manages the countywide WSP by establishment of WIC service goals, objectives and performance measures used to evaluate program performance;  
Provides nutrition training and breastfeeding promotional and outreach activities;  
Assist in the formulation of the department operational WIC policy and regulation;  
Interpret and implement agency operational policy to ensure compliance with local, state, and federal WIC policy and procedures;  
Maintains and analyzes statistical reports including, but not limited to total caseloads, caseloads by month, caseloads by participation level, and number of client “no-show’s”;  
Develop plans with Nutritionist Coordinator to maximize use of resources;  
Provides input to the Nutritionist Coordinator on anticipated budgetary needs.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the principles and practices of nutrition;  
Knowledge of federal and state regulations governing the WIC program;  
Knowledge of the budget process;

Knowledge of supervisory methods and techniques;  
Ability to motivate, guide and support others toward goal accomplishment;  
Ability to manage performance of subordinates;  
Ability to identify when improvement is needed with programs and services;  
Ability to assess and evaluate the nutritional needs of clients and client groups;  
Ability to develop nutrition care plans;  
Ability to develop effective working relationships with a variety of health care professionals;  
Ability to communicate well both in writing and verbally;  
Ability to organize and apply available resources to accomplish goals.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university with a bachelor's degree in nutrition, dietetics, or a related field; PLUS three years of experience as a nutritionist, including at least one year at the program supervisory/management level.

**CERTIFICATES AND LICENSES REQUIRED:**

Registration as a Dietitian by the American Dietetics Association;  
or Masters in Nutrition.

REVISED:    December 9, 2008  
REVISED:    September 15, 2008