



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **Supervising Nutritionist**  
Jurisdictional Class: Competitive  
Civil Division: County  
Adoption: CSM 12/10/14  
Revised: CSM 11/26/19, 12/17/19

---

**DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the County Health Department and involves creating, assessing, planning, developing, implementing and evaluating nutritional needs of clients and providing education to individuals and targeted populations related to nutritional issues, with the goal of preventing disease and improving health of individuals and populations. The work is performed under the general supervision of the program unit director with leeway allowed for the exercise of independent judgment in carrying out the professional nutrition details of the job. Supervision may be exercised over the work of other staff involved with participant centered nutrition services. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Provides nutritional education to individuals or targeted populations as identified by program areas and community assessment;  
Develops programs and evaluate impact of nutrition education and outreach programs;  
Promotes current best practices of evidenced based nutritional behaviors, e.g. breastfeeding;  
Completes continuing education as related or required to maintain professional standards;  
Assists in supporting other program areas requiring or benefiting from nutritional expertise as requested (e.g. blood lead poisoning, breastfeeding, grant writing);  
May participate in disaster activities as trained and assigned;  
Does related tasks as assigned.

**If assigned to WIC program:**

Assesses nutritional need of clients and assigns a food package by comparing dietary intake against standards for nutrition of normal individuals;  
Provides participant centered nutrition counseling to clients and client's families regarding foods available through WIC program, nutrients provided by these foods and additional foods required to assure satisfaction of complete nutrition needs;  
Provides for the nutrient needs of clients as affected by medical regimens, drug therapy, or physical limitations;  
Plans and conducts in-service training programs in nutritional care for the staff of the WIC program, health department, and county agencies, and interested community groups;  
Conducts individual and group counseling on maternal and child health nutrition specific to the participants needs and advises on dietary modification;  
Utilizes methods and materials used in nutrition education aspects of the program appropriate to the educational level and cultural needs of clients;  
Counseling as well as breastfeeding support and promotion to WIC program participants;  
Oversee the high risk care of WIC participants as the expert in nutritional care for medically and nutritionally fragile populations serviced by the WIC program;  
Maintains program records in accordance with Federal and State and agency requirements;

Determines nutritional need and eligibility of individuals based upon medical referral, or client information;  
Participates in State, regional, and local programs to keep abreast of new developments in the field of nutrition;  
Advises clients' families and staff on available community resources in foods and nutrition;  
Develops dietary plan for providing nutritional care to clients;  
May participate in disaster activities as trained and assigned;  
Supervises activities of the WIC clinic in the absence of the WIC Coordinator;  
Supervises and monitors high risk care planning for nutritionally fragile participants;  
Does related tasks as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of nutrition and diet therapy;  
Thorough knowledge of the relationship of nutrient intake to health and to restorative and rehabilitative treatment;  
Knowledge of how various disease states and medical regimens alter nutrient needs;  
Knowledge of processes involved in menu planning, marketing, and food preparation, and ability to advise program clients on organizing and directing these processes effectively, efficiently, and economically;  
Ability to establish and maintain effective working relationships with program clients and staff;  
Ability to develop and maintain good public relations;  
Ability to deal with difficult people;  
Ability to plan and supervise the work of others;  
Ability to understand and follow complex oral and written instructions;  
Ability to speak clearly and effectively to individuals and to groups relative to the program;  
Ability to prepare and deliver effective oral presentations;  
Ability to write clearly and with proper grammar;  
Ability to use an alphanumeric keyboard and learn computer software programs;  
Strong writing and professional communication skills;  
Good professional judgement;  
High standards of personal presentation and hygiene;  
Tact and courtesy;  
Mental alertness;  
Physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

NYS Department of Health Sanitary Code, Section 11.132 Supervisory Level Qualifications

- (A) Graduation for a regionally accredited or New York State registered college or university with a Master's Degree in nutrition or public health nutrition AND one year full-time (or part-time equivalent) experience as a Public Health Nutritionist; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree with major studies in food and nutrition AND registered as a dietitian by the Commission on Dietetic Registration, PLUS two years' full-time (or part-time equivalent) experience as a Public Health Nutritionist.

NOTE: All applicants must be approved by the NYS Department of Health prior to appointment if working in the WIC program.