CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 727.5

Job Title: **NUTRITIONIST CONSULTANT**

Pay Grade: 19

GENERAL SUMMARY:

Plans, analyzes, and monitors the delivery of health nutrition services for the Health Department and withinthe community.

RESPONSIBILITES:

- Supervises daily activities of staff, including work assignments, employee counseling, performance evaluation, employee development and training.
- Ensures appropriate management of returned formula, breast pumps and supplies, and educational material inventory according to policy.
- Assesses program eligibility, Nutritional need, & assigned appropriate food package in accordance with Federal, State, and Local policies and procedures.
- Evaluates, develops, and selects all nutritional health care audiovisuals, and literature and other materials.
- Prepares, implements, and coordinates annual nutrition education plan.
- Provides orientation and training for new employees; plans and coordinates staff in-service training and educational sessions.
- Assigns, advises, and counsels staff nutritionists.
- Serves as a community liaison on health and nutrition services related issues.
- Monitors quality assurance standards and analyzes data.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor of Science degree in Nutrition or Dietetics or related field.

EXPERIENCE:
Three years of experience as a nutritionist, dietitian, or closely related field are required.

SUBSTITUTION:
A Master's degree in Dietetics or Nutrition may be substituted for two years of the experience requirement.

LICENSE:
Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision, and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:
Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation, e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors, and professional contacts with allied organizations. Interactionrequires moderate tact and cooperation, e.g., responding to questions which require some researchto provide the correct answer.

PHYSICAL EFFORT:
The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Nutritionist
Senior Nutritionist
Nutritionist Consultant
Nutrition Services Chief

Effective: October 1990
Revised: November 2008
Revised: March 2023