CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 727.7

Job Title: **NUTRITION SERVICES CHIEF**

Pay Grade: 25

GENERAL SUMMARY:

Supervises, plans, organizes and develops the agency-wide public health nutrition program.

RESPONSIBILITIES:

- Supervises daily activities of staff, including work assignments, employee counseling, performance evaluation, employee development and training.
- Manages sites financial operations, including client/staff ratio to ensure cost effective operations, project cost analysis, and expenditure control.
- Plans, develops, organizes and implements the agency's nutrition program, such as writing clinical practice protocols, establishing quality assessment and controlling policies and procedures.
- Establishes short and long-range program goals, objectives, policies and standards. Monitors and evaluates the nutrition programs.
- Coordinates and integrates the nutrition services with other operating programs of the Public Health Department.
- Designs and develops public information and education materials.
- Coordinates and supervises clinical experience and internships for undergraduate and post-graduate students.
- Establishes and maintains cooperative relationships with civic, industry, educational, research, governmental, medical care and other agencies concerned with health and nutrition.
- Provides specialized consulting services and handles special projects as required.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Nutrition, Dietetics or a closely related field with case work in public health (epidemiology, health administration, health planning).

EXPERIENCE:
Five years of experience in the field of nutrition and/or dietetics in a progressively responsible administrative or supervisory position are required.

SUBSTITUTION:
Master's degree in Dietetics, Nutrition or closely related field 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 is somewhat complex and varied and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:
Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly request personnel actions, such as hiring, terminations, pay changes.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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. Interaction requires moderate tact and cooperation, e.g., responding to questions which requiresome research to 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 Date: March 1997
Revised Date: October 1998
Revised Date: March 2023