



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Codes: 1615

DIRECTOR, CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS

GRADE P

SCOPE OF WORK:

Work activities involve a variety of programs relating to nutrition education and food distribution within the Department of Public Instruction.

DUTIES PERFORMED:

- Interpret and implement federal law and regulations that apply to child nutrition and food distribution programs.
- Develop policies and procedures for statewide child nutrition and food distribution program administration.
- Negotiate and contract for the processing, storage, transportation, and disbursement of commodities.
- Develop auditing processes for necessary monitoring of programs.
- Monitor programs for compliance with law and regulations and resolve irregularities.
- Develop and monitor federal administrative and state funding for child nutrition and food distribution programs.
- Develop unit and grant budgets.
- Direct program staff in the development of state plans of operation and budgets for programs.
- Assign and direct activities of subordinate staff in the administration of child nutrition and food distribution programs.
- Direct the recruitment, selection, and evaluation of staff.
- Develop, maintain, and provide information relating to child and nutrition and food distribution programs.
- Coordinate program activities with other department units and state agencies.
- Establish, maintain, interpret, and implement unit's mission, goals, and objectives through strategic planning.
- Develop administrative rules and legislation as necessary for programs administered.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a master's degree in business administration or food and nutrition and five years of work experience in food service or nutrition management.

Eff. Date: 5/91

Rev: 10/96 – Rewritten in current format

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ND Class Specification
Director, Child Nutrition & Food Distribution Programs

Rev: 06/04 – Reviewed factoring and updated scope of work and duties.

Rev: 7/12 – Conversion to Hay System

Rev: 1/18 – Revised minimum qualifications, reviewed factor evaluation