

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>WIC Coordinator</u>
Sch & Grade	<u>PAT-10</u>
Class Code	<u>BE17</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Health</u>

PRIMARY PURPOSE:

Plans, organizes, directs and coordinates the daily operations of the Women, Infants and Children Program.

SUPERVISION:

Under the general supervision of the Health Program Administrator. Directly supervises Nutritionists and Administrative support staff in the Women, Infants and Children (WIC) Program.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, coordinates and supervises the daily operations of the Women, Infants and Children (WIC) Program.
2. Supervises and directs the work of program personnel, including making hiring decisions; providing leadership, technical advice and assistance; scheduling and assigning work; conducting performance evaluations; recommending and implementing necessary disciplinary actions; etc.
3. Assures compliance with the Program Services Contract by maintaining caseload and enforcing compliance with federal and state policies and procedures.
4. Meets with professional, civic, and volunteer groups and individuals to plan, promote, implement and evaluate community and public health programs.
5. Prepares and monitors the WIC program budget, including approving & authorizing payment of bills and overseeing food instrument accountability.
6. Plans, develops and implements programs to market the availability of WIC services throughout the community, including designing, preparing and disseminating brochures, flyers, displays or exhibits for various audiences.
7. Serves as a community resource for area professionals, schools and the public by responding to requests for information and by serving on community collaborative and by providing clinical and field experience to students.
8. Provides direct client services as needed.
9. Conducts studies, prepares clear and concise reports, and establishes and maintains records.
10. Travels to off-site locations as necessary to monitor and evaluate operations, present information, etc.

IMPORTANT FUNCTIONS:

1. Attends seminars, conferences, workshops and other training for professional development purposes.
2. Utilizes computer software applications, as necessary.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Broad knowledge of health issues relating to nutrition; general knowledge of program operational issues, such as planning, coordinating, budgeting and marketing; knowledge of effective supervisory methods and techniques.

Abilities

Plan, organize and coordinate multiple projects in a team management approach; establish and communicate clear goals and objectives; utilize sound independent judgement and make responsible decisions and recommendations; gather, interpret, evaluate and use statistical data; develop and implement action plans and evaluate effectiveness; prepare and present reports, speeches, program, etc.; read, understand, apply and comply with the terms of the Program Services Contract; deal effectively and sensitively with a variety of people from different cultures and economic backgrounds; follow oral and written instructions; utilize necessary computer software applications; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s degree in Public Health, Nutrition, Dietetics, Business or Public Administration or related degree and three years of responsible experience in public health or WIC. One year of supervisory experience is required.

Physical Requirements

Performs bending, squatting, kneeling and reaching to both ground level and overhead; lifts, carries, pushes and pulls objects up to 30 pounds; holds and grips objects; must possess ability necessary to operate a computer keyboard.

Working Environment

Primarily indoors, with heating and cooling regulated in a general office environment; may be subjected to extreme weather conditions when traveling to off-site locations; may be subjected to extreme levels of noise.

Licensing/Certification

None required.

Miscellaneous Requirements

Must provide transportation to off-site locations. If driving a vehicle in the course of performing job duties, incumbent must possess a valid Missouri Motor Vehicle Operator’s License. Must be available to work irregular hours, as needed.

Last Revision:	February 22, 2012	GENERAL ORDINANCE NO. 2900
Comments:	Updated Abilities	Date:

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____