

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING**

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Administrative Program Officer (M-I)</u>	Salary:	<u>Commensurate with experience</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Director of Nutrition</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Community Services/Nutrition</u>		

**Job Description:**

Under administrative direction, supervises and oversees the activities of the Bureau of Community Services' Nutrition Division in monitoring, auditing and assessing a citywide program of community-based sites for the provision of meals to the elderly, as well as in the provision of individual nutrition counseling; trains and provides guidance to subordinate personnel.

- Manage a team of 14 Nutritionists, including 2 Supervisors and 12 Nutritionists; oversee related aspects of senior centers and home delivered meal programs citywide; supervise, assigns and evaluates performance of Nutritionists in monitoring and assessing congregate and home delivered meal programs, as well as individual nutrition counseling for the elderly.
- Develop and leverage relationships with other governmental agencies and community based organizations; liaison with educational, research and governmental groups including the State Office for the Aging and the Health Department in order to participate in a mutually beneficial exchange of information regarding nutrition and program techniques; represent the Department for the Aging at meetings and professional conferences; interface with community partners and members of other agencies; collaborate with other units within the Department for the Aging.
- Provide orientation, consultation and training for Nutritionists on menu planning, food purchasing, budgeting and cost control, therapeutic diets, program compliance, and other activities necessary for running an effective meal program.
- Determine the nature and extent of program site needs; establish short and long term goals; coordinate services with other aspects of Agency and site programs; establish and maintain mechanisms to evaluate and assess programs; prepare reports.
- Interpret City, State and Federal food and nutrition policies and implement mandated nutritional standards and guidelines.
- Create vehicles that improve the quality of food served to encourage and promote healthier meals; develop nutrition initiatives with the overall goal of increasing the health of older adults.
- Oversee nutrition internship program for the Department.
- Oversee ongoing maintenance and improvements of the Departments web-based menu planning application that is used by 250+ meal sites; application includes recipe development, nutrient analysis, and nutrition fact panels.
- Act as the Department's nutrition expert, support other areas of the Department, such as SADC programs, current and future grants, food policy, outreach, etc. Provide direction and maintain technical and professional oversight of food and nutrition policies and initiatives for the Agency.
- Coordinate and process catering contract requests.
- Coordinate, process and/or organize requests for information and data, such as for audits, reports, requests from City Hall, etc.; coordinate the Department's annual NY State Office for the Aging audits; collect necessary paperwork, coordinate site visits, etc.

**\*\* This position may require some field work.**

**Minimum Qualification:**

1. Graduation from an accredited college with a baccalaureate degree and five (5) years of full-time, professional experience in social services, community relations, public administration or management, of which at least one year must have been in the field of aging, and of which at least one and one-half years must have been in an administrative or managerial capacity; or
2. Education and experience equivalent to "1" above. However, all candidates must have one year of experience in the field of aging and one and one-half years of experience in an administrative or managerial capacity.

**Preferred Skills:**

Master's Degree in Nutrition and Registered Dietitian and Certified Dietitian Nutritionist highly preferred. Previous City government experience highly preferred.

The ideal candidate will have strong organizational skills, excellent computer and writing skills, the ability to plan strategically and develop long term goals and plans, the ability to multi-task and prioritize workload in order to meet deadlines in a fast paced environment, and be comfortable working with high level stakeholders both internal and externally. Familiarity with the different nutrition analysis software and the food safety and sanitation standards required by the Department of Health and Mental Hygiene is preferred. The ability to work with diverse populations and communicate with both internal and external stakeholders is also a plus.

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.**

**TO APPLY**

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #348255

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#348255

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **July 2, 2018**

Post Until: **Filled**

Posting No. **125-19-06 CW**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**Note: This position is open to qualified persons with a disability who are eligible for the 55-a Program.**