

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, and vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of Los Angeles and 182 miles southeast of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

### TO APPLY

Application materials should be returned to:

**County of Mono, Human Resources**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**

**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**

**[www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

**Faxes or email will be accepted only if the original application is mailed and postmarked.**

**SPECIAL NOTE:** The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



### INVITES APPLICATIONS FOR

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**WIC DIRECTOR/**

**REGISTERED DIETICIAN**

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**FINAL FILING DATE:**

**Open Until Filled**

**SALARY:**

**Part-time to Full-Time**

**20-40 hours/week**

**(0.5 FTE-1.0 FTE)**

**Salary Range 75**

**\$33.80 - \$41.09/hour**

*Equal Employment Opportunity Employer*

## THE POSITION

The Mono County Health Department is recruiting for the position of WIC Director/ Registered Dietician. This is a part-time or full-time position (20-40 hours per week), based in Mammoth Lakes.

Under general direction, this position will plan, organize, direct, and manage the Women, Infants and Children (WIC) Program. WIC Director/ Registered Dietician's duties may include, but are not limited to the following:

- Ensuring compliance with Federal and State regulations.
- Serving as a Registered Dietitian with responsibility for the nutrition education component of the WIC program.
- Providing counseling and education for participants and staff.
- Directing program planning, service evaluation, and public relations.
- Scheduling, organizing, assigning, and supervising the work of assigned staff.
- And other related work as required.

## QUALIFICATIONS

### **Knowledge of:**

- Principles and practices of nutrition as applied to women, infants, and children and current trends in nutrition.
- Laws, rules, and regulations related to the delivery of WIC program and health services.
- Procedures involved in promoting perinatal, child, and adolescent health and family planning.
- Community aspects of public health services including community resources

and demography.

- Environmental, sociological, and psychological problems related to nutrition programs. Child growth and development.
- Program management, planning, evaluation, and development.
- Principles, techniques, and practices of public health administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, work evaluation, and development.

### **Ability & willingness to:**

- Plan, organize, manage, supervise, and administer the WIC program and nutrition services and breastfeeding promotional activities.
- Develop, organize, analyze, and interpret statistical data.
- Provide direction, supervision, training, and work evaluations for assigned staff.
- Develop and administer budget and control expenditures.
- Develop and maintain good public relations with clients, staff, community groups, and organizations.
- Interpret and apply regulations as they apply to nutrition program.
- Analyze and evaluate health and nutrition problems and take appropriate action.
- Maintain the confidentiality of records and reports.
- Communicate effectively orally and in writing.
- Develop and maintain program records and prepare clear, concise reports.
- Effectively represent the Public Health

Department in contacts with the public, community organizations, and other government agencies.

- Establish and maintain cooperative working relationships.
- To maintain favorable public relations.
- To set priorities and assigned work to other professionals.
- Use social media, office equipment and Microsoft software programs.
- Support and follow the Public Health Department's goals, guiding principles, and Mission-Vision-Values Statement.

### **Minimum Requirements:**

- Completion Bachelor of Science Degree in food nutrition, public health, or a closely related field, including completion of sufficient nutrition and public health courses to obtain certification as a Registered Dietitian.
- Previous experience as a professional Dietitian in a health setting is highly desirable.
- Possession of a valid California driver's license
- Certification as a Registered Dietician

## THE EXAM PROCESS

**PHASE 1:** The exam process includes an application, resume, and cover letter describing your experience working on an advocacy issue and at least one outcome you are particularly proud of.

**PHASE 2:** The exam process will include an oral interview.