



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION FOR SCHOOL EFFECTIVENESS

May 31, 2019

OFFICE OF SCHOOL AND COMMUNITY NUTRITION PROGRAMS

POSITION TITLE: Staff Specialist III, Nutrition Program Administration Specialist

POSITION NUMBER: 345908 (JobAps #19-005298-0004) – Contractual Position

SALARY: State Salary Grade 18
Annual Salary Range: \$52,687 to \$ 76,844

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a contractual professional position responsible for administering and managing Child Nutrition Programs by developing and implementing administrative and instructional policies and for assuring compliance with State and Federal laws.

DUTIES AND RESPONSIBILITIES: Administers Child Nutrition Programs (CNP) such as Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), Special Milk Program (SMP) and National School Breakfast and School Lunch Programs (NSBP/SLP); interprets new and current laws, regulations and guidelines and facilitates their implementation, compliance and understanding; develops and communicates policies, procedures and other pertinent information to agencies, program staff and others as appropriate; initiates development, revision and distribution of School and Community Nutrition Programs' Annual Memo Series and the Management and Operations Memo Series (MOMs) for assigned programs; provides program information to current and prospective agencies, the general public, legislators and independent auditors; reviews and processes agency agreements and annual renewals according to regulation and policy; plans, develops and presents training materials and programs for current and potential agencies.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 credit hours of post-baccalaureate course work in Health Science, Food Service Administration, Consumer Science, Dietetics, Nutrition, Public Health, Public/Business Administration or a related area.

EXPERIENCE: Three years of professional experience in nutrition program administration, coordination or management, or a related area. Experience in Child Nutrition Programs or teaching consumer sciences/ Registered Dietitian is desirable.

NOTE: Two years of additional experience as defined above may be substituted for the Master's degree.

ESSENTIAL REQUIREMENTS: Knowledge of federal laws and regulations governing food service and School and Community Nutrition Programs; knowledge of United State Department of Agriculture (USDA) regulations; knowledge of food safety, menu planning, food production and distribution; skill in organizing, developing, and conducting training programs; skill in developing and interpreting policies and procedures, assessing programs, identifying problems, and determining improvements/solutions; ability to organize and manage multiple tasks; ability to communicate effectively both verbally and in writing; ability to work as a team member.

PROCEDURE FOR APPLICATION:

To apply for this position online go to MSDE Jobs on JobAps (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **Staff Specialist III, Nutrition Program Administration Specialist #345908 (JobAps #19-005298-0004)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **June 21, 2019** – Open until filled.