State of Kansas – Department of Education

Revision 1: July, 2007

Position Description

| Part I. | | |
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| 1. Agency Name | 2. Position # | 3. Current Classification Job Title |
| Kansas State Dept. of Education | K0071878 | Assistant Director |
| Kansas State Dept. of Education | K0071878 | |
| | | 4 classified X unclassified |
| 5. Division | | 6. Proposed Job Title (if reallocation) |
| Fiscal and Administrative Services | | · · · · · · · · · · · · · · · · · · · |
| 7. Team | | 8. Date Position Description Updated |
| Child Nutrition and Wellness | | 2/7/2012 |
| | | |
| 9. Name of Incumbent | | 10. Approved Classification |
| | | |
| 11. Work Station Location | | ≅ 12. Reallocation Effective Date |
| | | P A |
| City: Topeka County: Shawn | ee | 7 |
| 13. | | 12. Reallocation Effective Date 15. FLSA Status Exempt Non-Exempt 16. PLSA Status Non-Exempt No |
| X Full Time Part Time | 0/0 | ExemptNon-Exempt |
| | | 16. Approved By |
| | | E 16. Approved by |
| 18. Regular hours of work | | 17. Additional notes: |
| Monday through Friday – Hours to be determ | mined | 17. Fundament Hotels |
| Part II. | | |
| | 1 1 2 | |
| 19. Describe the purpose of this position. Why | | |
| | | or of Child Nutrition & Wellness in the state-wide implementation of Child |
| | | ol Breakfast Program, After School Snack Program, Fresh Fruit & Vegetable |
| | | dult Care Food Program (CACFP) and the Summer Food Service Program |
| (SFSP). This position will directly supervi | ise Child Nutrition Consultant | s. This position will assist the CNW Director in determining program |
| priorities and operations, directing and ma | naging the programs, monitor | ing budget and evaluating program effectiveness. The Assistant Director will |
| formulate guidance and instructions to imp | plement USDA policies with the | ne Director of CNW and then writes and maintains policy, procedure and |
| operation manuals. | * | 1 2/1 |
| 20. Who supervises this position? | | |
| Incumbent | Title | Position # |
| incumbent | Titte | r osition # |
| | | |
| Cheryl Johnson | Director, CNW | K0065413 |
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| 25. Number Each Task and | | Task and | Describe the work of this position using this page. Duties may be continued on the next page if more space is needed. Use the | | |
|-----------------------------|------|---|---|--|--|
| Indicate Percent of Time an | | Time an | following format for describing duties: | | |
| Incumbent Spends or | | ıds or | | | |
| Would Spend Performing | | rforming | What is the action being done (use an action verb)? To whom or what is the action directed (object of the action)? Why is the | | |
| each Task. | | | action being done? How is the action being done? | | |
| | | | | | |
| | | ADA Coding | | | |
| Essential | % | A: Essen | A: Essential function, position exists to perform the function. | | |
| Functions | Of | B: Essential function, number of employees available to perform this function is limited. | | | |
| ADA | time | C: Essential function, requires specialized expertise to perform this function. | | | |
| Codes | | D: Non-essential function | | | |

Performance expectations will be established at the beginning of each performance review period that includes, at a minimum, the following categories: dependability, agency values, job proficiency, communication, customer service, initiative, and teamwork.

Manage and coordinate the resources and budgets necessary for operation of multiple Child Nutrition Programs, including the National School Lunch Program, School Breakfast Program, Special Milk Program, After School Snack Program, Fresh Fruit & Vegetable Program, with special emphasis on the Child & Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP).

| A, B, C | 35% | Collaborates with, advises and supports the Director of CNW in all aspects of child nutrition programs. |
|---------|-----|---|
| | | • Establishes and guides the direction of sub teams of Child Nutrition consultants to ensure state and federal |
| | | programs are effectively administered in accordance with relevant laws and regulations. |
| | | • Ensures that funds are appropriately allocated and distributed to program participants and grantees. |
| | | Guides and assists consultants in troubleshooting problems and questions from the field. |
| | | • Ensures that the Director is kept informed of relevant information including trends, issues, successes, and personnel matters. |
| | | Plans and implements process improvements to CNW activities and programs for greater effectiveness and efficiency. |
| | | • Develops, writes, and implements; and oversees others who perform those functions; competitive grants that support nutrition and wellness initiatives. |
| | | As Assistant Director, serves as back-up to the Director in all program areas. Facilitates strategic planning and develops new initiatives for improving Child Nutrition Programs in Kansas including short and long range strategic plans including allocation of resources, establishment of objectives, and strategies to accomplish objectives. |
| A, B, C | 30% | Assists the Director of CNW by overseeing the administrative functions for Child Nutrition Programs and assigning tasks to other staff. |
| | | • Supervise, train and evaluate lower level administrative staff and Child Nutrition Consultants. |
| | | Plan, develop and present administrative training sessions. |
| | | Direct staff in completing program reviews and providing appropriate technical assistance to program |
| | | sponsors and grantees. |
| | | Design, implement and maintain computer systems that use current technology to effectively automate |
| | | program functions including applications, reimbursement claims and Federal reporting. |
| | | Coordinate updates of the CNW websites. |
| | | Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the KSDE budget and submits to the CNW Prepare annual management plan and information for the CNW Prepare annual management plan annual manageme |
| | | Director. |
| | | • Ensure all program participants and grantees meet all relevant requirements prior to KSDE approval of their applications for program participation. |
| A, B, C | 25% | Develops, interprets, and implements federal and state regulations, policies and instructions. |
| ,, - | | Provide regulations, instructions, and guidance to consultants, accountants, and auditors so they can |
| | | accurately and efficiently complete their responsibilities |
| | | Write policy instructions and memos for program sponsors so they can comply with all program requirements. |
| | | • |
| | | • Respond to requests for information from USDA, the CNW Director, agency leaders and other agencies |
| | | Respond to requests for information from USDA, the CNW Director, agency leaders and other agencies and organizations. |
| | | |
| | | and organizations. |
| A B C | 10% | and organizations. Direct staff in providing technical assistance and information to program sponsors and others via the telephone, written communications, the team's website, training presentations and on-site visits. |
| A, B, C | 10% | and organizations. Direct staff in providing technical assistance and information to program sponsors and others via the telephone, written communications, the team's website, training presentations and on-site visits. Promotes and supports KSDE and CNW at federal, state and local levels. |
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| A, B, C | 10% | and organizations. Direct staff in providing technical assistance and information to program sponsors and others via the telephone, written communications, the team's website, training presentations and on-site visits. Promotes and supports KSDE and CNW at federal, state and local levels. Represent KSDE and the Child Nutrition & Wellness team at local, state, regional, and national workshops seminars, and conferences. |
| A, B, C | 10% | and organizations. Direct staff in providing technical assistance and information to program sponsors and others via the telephone, written communications, the team's website, training presentations and on-site visits. Promotes and supports KSDE and CNW at federal, state and local levels. Represent KSDE and the Child Nutrition & Wellness team at local, state, regional, and national workshops seminars, and conferences. |
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| A, B, C | 10% | and organizations. Direct staff in providing technical assistance and information to program sponsors and others via the telephone, written communications, the team's website, training presentations and on-site visits. Promotes and supports KSDE and CNW at federal, state and local levels. Represent KSDE and the Child Nutrition & Wellness team at local, state, regional, and national workshops seminars, and conferences. Collaborate with foundations, allied organizations and other governmental agencies to further issues related to nutrition and health for the children of Kansas. |

Part III

26. State Required Minimum Qualifications

• Bachelor's degree with major course work in institutional management, dietetics, family and consumer sciences or a related field as determined relevant by the agency. Extensive knowledge and experience with Child Nutrition Programs, all aspects of institutional food service operations, management and nutrition/health education.

27. Preferred Skills and/or Qualifications

- Master's degree in dietetics, institutional management, business administration or education
- Ability to lead, manage and supervise people; work with team members to set, prioritize and achieve objectives; guide the resolution of problems resulting in win-win outcomes for all parties whenever possible; make decisions analytically and strategically; speak and write clearly, concisely and persuasively; communicate effectively with individuals and groups; analyze complex data and situations; interpret federal regulations and establish policies and procedures to effectively implement them statewide; develop and make presentations, plan and organize work assignments for oneself and others, practice efficient self-management techniques, work effectively in a team environment and with all levels of employees in an organization, build positive working relationships, and use Microsoft Office Suite and similar software.

| | Preferred | Experience |
|-----|-----------|------------|
| 28. | rielerieu | Experience |

At least three years of experience leading people in successfully accomplishing major multi-faceted projects

| 9. Necessary Special Qualifications, Licenses, Certifications, and/ | or Registrations |
|---|------------------|
|---|------------------|

| Signature of Employee | Date | Signature of Human Resources Official | Date |
|-------------------------|------|--|------|
| | | | |
| | | | |
| Signature of Supervisor | Date | Signature of Agency Head or Appointing Authority | Date |

6/2007-HR:Position Descriptions