

DHHS FOOD DISTRIBUTION COORDINATOR

DESCRIPTION: Under general direction from an Administrator, manages the Commodity Supplement Food Distribution and/or the Food Distribution and Special Distribution Programs. Provides information and resolves problems pertinent to food distribution; plans, organizes, and directs the operation of the program; may supervise professional and/or support staff.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops/implements program policies/procedures.

Develops RFPs, for processing, shipment and storing of food. Develops subcontract award process and awards subcontracts.

Provides technical assistance to sub-grantees/contractors.

Develops annual plan, application and/or related documents in accordance with USDA guidance.

Maintains ongoing communication with USDA staff regarding the program and represents the Department on routine program matters.

Develop annual/biennial budgets for the program.

Conducts on-site reviews of recipient agencies to ensure compliance with program guidelines/laws.

Facilitates order and shipment of food items to local warehouse sites.

Prepares and monitors various reports in order to comply with USDA regulations and to assure the timely and accurate processing of correspondence and statistics.

Establishes operational priorities, and coordinates these priorities with other program staff to ensure objectives and standards are attained and are consistent with overall agency goals.

Attends meetings and conferences, locally, regionally and/or nationally, as a department representative to give advice and relay information relative to food distribution programs.

Develops/coordinates the development of publications and newsletters, and responds to survey requests.

Advises staff members and persons outside the agency on matters pertaining to operational, administrative, and program issues through written and verbal interpretations of the program's policies, procedures and laws.

Investigates problems and recommends corrective actions such as procedural changes, forms revision, shifts in work distribution, and changes in organizational structure to increase the efficiency and effectiveness of the unit/program.

Reviews and compares the work of performance and products of subordinate staff with established

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standards to determine employee production levels and training needs and to recommend appropriate personnel actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions to agency management.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: governmental food distribution and/or special distribution program policies and procedures; personal computer systems; personnel management techniques; agency rules, policies and procedures; federal and state laws and regulations impacting food programs.

Ability to: motivate, coordinate, and direct the work of a professional staff; understand and support management goals as they affect short-range and long-range operations; represent the agency and its programs within and outside the organization to gain support for agency goals and objectives; interpret and apply state and federal laws, rules, policies, and standards; interact with government officials and the public to establish and maintain working relationships.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: governmental organizations as they relate to federal and state social service/health programs; report preparation practices; project management procedures; the principles and practices of fiscal control; personnel management practices; and the principles and techniques of public relations.

Ability to: advise and guide representatives of other agencies; governmental officials and committees in solving problems; develop unit goals and objectives; establish performance goals, set work priorities; interact with the public and agency staff in a professional manner, work under pressure; recognize and correct errors; communicate effectively orally and in writing.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school coursework/training in: social/behavioral sciences, community organization, business, program analysis/evaluation/planning plus experience in management, particularly food service and/or commodity programs.