



**DATE:** June 10, 2025

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position.)

**FROM:** Eve Walter, Public Health Director  
239 Golden Hill Drive Kingston, NY 12401

**JOB VACANCY:** WIC Program Nutritionist / Contingent Permanent/Temporary / Full-Time / Benefited

**LOCATION:** GH Office Bldg

**SALARY:** \$29.28 / hour (Grade 13)

**FILL DATE:** July 2, 2025

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and professional nutrition work involving responsibility for administering the nutrition components of the WIC Program, a supplemental food and nutritional education program for women, infants and children from low-income areas or families who are nutritional risks. The position involves assessment of nutritional needs of clients, planning for the provision of a food package and counseling appropriate for the individual's physical and medical needs, and providing nutrition education and counseling to adequately meet their regular and therapeutic needs. The work is performed under the general supervision of the WIC Program Coordinator with wide leeway allowed for the exercise of independent judgment in carrying out the technical details of the job. Supervision may be exercised over Nutrition Aides and other staff involved with nutritional aspects of the WIC Program. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles and practices of nutrition and diet therapy; thorough knowledge of the relationship of nutrient intake to health and to restorative and rehabilitative treatment; thorough knowledge of how various disease states and medical regimens alter nutrient needs; thorough knowledge of processes involved in menu planning, marketing and food preparation, and ability to advise on organizing and directing these processes effectively, efficiently and economically; ability to establish and maintain effective working relationships with clients and staff; ability to speak clearly and effectively to individuals and to group.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Bachelor's or higher level Degree in Nutrition or closely related field; OR
- B. Current registration as a Registered Dietitian/Nutritionist.

**Note:** Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.