

DATE: October 16, 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: Senior WIC Program Nutritionist / Permanent/Provisional / Full-Time / Benefited

LOCATION: GH Office Building

SALARY: \$31.01 / hour (Grade 14)

FILL DATE: November 6, 2025



DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional nutrition work involving responsibility for supervising and 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 supervising and assessing the 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 is exercised over staff involved with nutritional aspects of the WIC Program. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles and practices of nutrition and diet therapy; comprehensive 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 supervise the work of others; ability to establish and maintain effective working relationships with clients and staff; ability to speak clearly and effectively to individuals and/or groups; good judgment; tact; courtesies.

MINIMUM QUALIFICATIONS: Either:

A. Possession of a Master's Degree in Nutrition or closely related field; **OR**

B. Possession of a Bachelor's Degree in Nutrition or closely related field and one (1) year of full-time paid, or its' part-time equivalent, experience providing nutritional or dietary services in a health care setting; **OR**

C. Current registration as a Registered Dietitian/Nutritionist and one (1) year of full-time paid, or its' part-time equivalent, experience providing nutritional or dietary services in a health care setting.

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.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

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 Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form.

Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

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.