



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **WIC PROGRAM COORDINATOR/QUALIFIED NUTRITIONIST**
(Provisional* Appointment)

SALARY: \$36.65/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay

LOCATION: Essex County Department of Public Health/WIC, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 37 ½ work weeks (Monday-Friday)

JOB SUMMARY: This is an administrative position responsible for coordinating and implementation of all components of the Women, Infants and Children (WIC) program with the objective of delivering supplemental food services and education in proper nutrition to women, infants and children eligible for the program. The work is carried out in accordance with State and Federal guidelines and regulations, and Department policies. Work is performed under the general direction of the Public Health Director with considerable leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over a small professional and clerical staff. The incumbent does related work as required.

Note: *In compliance with OSHA, this position has a potential risk of exposure to blood borne pathogens (blood/body fluids).*

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Master's degree in Nutrition [Nutritional Sciences, Community Nutrition, Dietetics] or a related field; or
- (b) Possession of a Bachelor's Degree in Nutrition [Nutritional Sciences, Community Nutrition, Dietetics] or a related field and one year of Supervisory experience involving program management or supervision in a Public Health Agency or Community Based Organization; or
- (c) Completion of a Dietetic Internship in an institution approved by the American Dietetic Association and either be currently registered or eligible for registration by the American Dietetic Association with two years of supervisory experience involving program management or supervision in a Public Health Agency or Community Based Organization; or
- (d) An equivalent combination of training and experience in (a), (b) and (c).

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION: Possession of a current, valid New York State Driver's License at the time of appointment. License must be maintained throughout employment.

Note: *Your degree must have been awarded 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.*

Residency Requirement: There is **no** residency requirement.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. People seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: December 5th, 2025

Application Deadline: December 15th, 2025

**The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.*



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