

08/30/2021

37102

DIRECTOR, BUREAU OF WOMEN, INFANTS AND CHILDREN (WIC)

DEFINITION: This is highly responsible managerial work directing the Bureau of Women, Infants and Children (WIC) in the Department of Health.

The employee in this job serves as the principal program and policy advisor to executive level decision-makers in the Department and the commonwealth on the development, management and coordination of the WIC Program. An important aspect of this work involves formulating policy and providing policy direction at the local, regional and statewide levels. Work involves managing the development and implementation of policies and procedures for the statewide program in accordance with state and federal guidelines and regulation; coordinating the statewide financial management needs of the program; and functioning as the liaison between the Department and the United States Department of Agriculture's (USDA) regional office in all matters relating to the WIC Program. Work also involves working with legal counsel, other governmental agencies, legislators, contractors, retailers, bankers and other public and private organizations to reduce fraud and facilitate outreach, training, and nutrition initiatives. Supervision is exercised over professional and clerical personnel. Work is performed with substantial independence in determining goals, objectives and program priorities in accordance with USDA and state guidelines.

EXAMPLES OF WORK: Develops and implements policies and procedures for the statewide WIC Program in accordance with established federal guidelines.

Directs the writing and implementation of the Annual State WIC Plan of Operation and Administration.

Approves application contracts, policies, and operating standards for local WIC agencies.

Determines service areas and caseloads for local WIC agencies.

Establishes and articulates program management information needs to Bureau of Information Technology staff and information technology contractors.

Reviews and interprets WIC-related statistics and reports to ensure effective service delivery.

Prepares, reviews, and justifies Bureau and local WIC agency budgets.

Reviews and analyzes budget expenditure reports and approves budget expenditures.

Maintains contact between the state WIC Program and the USDA's regional office.

Meets with legislators, vendors, state, local, and federal program officials, and the public to explain the program's purposes.

Provides consultation, advice, and technical support to the Executive Deputy Secretary on all matters relating to the WIC Program.

Directs the maintenance of program records and statistics.

Evaluates the audit findings of contracted local agencies and resolves discrepancies by recommending and implementing corrective actions.

Reviews, analyzes, and interprets federal and state plans and legislation.

Responds to public and legislative inquiries about the WIC Program.

Performs the full range of supervisory duties.

The employee in this job may participate in the performance of subordinates' work consistent with operational or organizational requirements.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Knowledge of the principles and practices of public administration.

Knowledge of the principles and practices of supervision.

Knowledge of the principles and practices of public health.

Knowledge of laws governing public health programs.

Knowledge of social and economic problems in public health.

Knowledge of the methods utilized in the collection and interpretation of public health statistics.

Ability to analyze and interpret health services practices.

Ability to analyze and interpret policies, procedures and regulations.

Ability to communicate effectively orally.

Ability to communicate effectively in writing.

Ability to establish and maintain effective working relationships.

MINIMUM EXPERIENCE AND TRAINING: Seven years of professional public health experience including two years in a supervisory capacity and a bachelor's degree;

or

An equivalent combination of experience and training which included two years of professional public health supervisory experience.