

Job Summary:

The job of Nutrition Education Obesity Program (NEOP) Database Specialist is done for the purpose/s of coordinating strategic plan/time line for program activities related to the Award. The NEOP Database Specialist will coordinate nutrition activities that link the classroom to the cafeteria to achieve the objectives of the Award, assist in sub-contracted services including budget development, accounting, purchasing, fiscal reporting, needs assessment, County Work Plan activities; and to collect and maintain documentation, prepare and present reports as necessary related to nutrition education and physical activity promotions in selected school districts in Tulare County.

Essential Functions:

- Assists contracted school districts for the purpose of promoting and supporting the County Work Plan activities as approved by the Department of Public Health/USDA to support the contract.
- Design/Develop/Coordinate needs assessments/nutrition surveys for the purpose of program evaluation and adherence to County Work Plan objectives.
- Prepares and submits annual Impact Evaluation Plan proposal and year end report.
- Attends funding source required meetings and trainings for the purpose of program implementation.
- Collects documentation and reports for the purpose of program implementation.
- Communicates with the Department of Public Health for the purpose of interpreting the contract terms and conditions, following guidelines, preparing and monitoring budgets to ensure compliance.
- Coordinates strategic plan/time line for in-kind and match activities for the purpose of supporting the development of strategic plan/time line sustainability.
- Develops data base/spreadsheets for the purpose of ensuring correct data is maintained and collected for documentation purposes which promotes and supports the County Work Plan Activities as approved by the Department of Public Health /USDA.
- Facilitates local, county, regional and state meetings for the purpose of promoting and supporting the County Work Plan Activities as approved by the Department of Public Health/USDA to support the contract.
- Implements/ensures the tracking of progress on the County Work Plan Activities for the purpose of promoting and supporting the County Work Plan Activities as approved by the Department of Health Services/USDA to support the contract.
- Maintains project reports and budgets for the purpose of promoting and managing NEOP budgets and fiscal responsibility of the Department of Public Health/USDA contract.
- Monitors contracted school districts for the purpose of program implementation as described in the Goals/Objectives specific to the County Work Plan.
- Collects/maintains documentation of program activities for the purpose of preparing reports, presentations, program evaluations, and trainings as required by the funding source, including interim and final progress reports.
- Reviews invoices for accuracy and availability of funds for the purpose of program implementation.
- Coordinate/facilitate staff development training in the areas of nutrition/physical activity for the purpose of recruiting staff to implement program in order to improve the nutritional practices and levels of physical activity of students, school staff, parents and community.

Skills, Knowledge and/or Abilities Required:

- **Skills to:**
 - research, design, develop and present materials;
 - develop relationships;
 - collaborate effectively, orally, and in writing;
 - prepare clear and complete reports and proposal;
 - develop spreadsheets;
 - develop and maintain databases;
 - type 50 net words per minute;
- **Knowledge of:**
 - County Work Plan objectives;
 - general principals of accounting;
 - use of modern office equipment;
 - current information and resources related to budget development;
 - federal, state and local laws related to fiscal and personnel information;
 - Microsoft Office Suite software;
 - United States Department of Agriculture guidelines pertaining to County Work Plan, grants and contracts;
- **Ability to:**
 - work collaboratively with participating districts, students, parents and community members;
 - operate an automobile;
 - provide own transportation to work and other Tulare County school sites with reimbursement for mileage;
 - work independently and as a team member and be well-organized, enthusiastic and self-directed;
 - work occasional evenings and weekends.

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- Job-related experience in specialized field is required.

Education Required:

- AA degree or 10 years in job-related field.
- Bachelor's degree preferred.
- Targeted job-related education meeting employer's prerequisite.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance.
- Typing certificate verifying 50 net words per minute.
- Department of Justice and FBI Fingerprint Response.
- Valid Food Safety Certificate.

FLSA Status: Non-Exempt

August 2014

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.