



# POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

## OFFICE OF THE DEPUTY FOR FINANCE

August 30, 2019

### OFFICE OF SCHOOL AND COMMUNITY NUTRITION PROGRAMS

**POSITION TITLE:** Staff Specialist III, Nutrition Program Compliance Specialist

**POSITION NUMBER:** 227020 (JobAps #19-005298-0008) – Contractual Position

**SALARY:** State Salary Grade 18  
Salary Range: \$52,687 to \$76,844

**LOCATION:** 200 West Baltimore Street  
Baltimore, MD 21201

**NATURE OF WORK:** This is a contractual position responsible for conducting Child Nutrition Program reviews and providing technical assistance and training to Sponsoring Agencies and Institutions.

**DUTIES AND RESPONSIBILITIES:** Assesses compliance with federal and State regulations by reviewing programs of institutions, sponsoring agencies and facilities that participate in Maryland Child Nutrition Programs in schools, day care centers, institutions, and other similar sites; conducts nutrient analyses of menus; completes written reports and presentations that identify problems or indicate compliance or non-compliance; provides technical assistance to sponsor and site personnel for improving food service quality and program operations by identifying training needs and conducting training sessions; conducts administrative and professional development training sessions. The general area of coverage includes the entire State of Maryland.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree or equivalent 36 credit hours of post-baccalaureate course work in Health Science, Food Service Administration, Consumer Science, Dietetics, Nutrition, Public Health, Public/Business Administration or a related area.

**EXPERIENCE:** Three (3) years of professional experience in nutrition program administration, coordination or management, or a related area. Experience in Child Nutrition Programs or teaching consumer sciences preferred Registered Dietitian is desirable.

**NOTE:** Two years of additional experience as defined above may be substituted for the Master's degree.

**ESSENTIAL REQUIREMENTS:** Knowledge of federal laws and regulations governing food service and School and Community Nutrition Programs; knowledge of United State Department of Agriculture (USDA) regulations; knowledge of food safety, menu planning, food production; skill in organizing, developing, and conducting training programs; skill in developing and interpreting policies and procedures, assess programs, identify problems, and determine improvements/solutions; ability to organize and manage multiple tasks; ability to communicate effectively both verbally and in writing; ability to work as a team member; ability to demonstrate nutrient analysis and other software application skills.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.onJobAps.com) (or complete an MSDE Application on [marylandpublicschools.org](http://marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **Staff Specialist III - Nutrition Program Compliance Specialist - Contractual #227020- (JobAps #19-005298-0008)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at:

<http://www.marylandpublicschools.org/about/Pages/OHR/Employment.aspx>

*Appropriate accommodations for individuals with disabilities are available upon request*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

For immediate consideration please submit your application by **September 13, 2019**  
- Open until filled.