

WIC PROGRAM MANAGER

(Milwaukee Health Department)

PURPOSE: The WIC Program Manager manages the Milwaukee Health Department's Women, Infants and Children Supplemental Nutrition Program. Responsibilities include managing a multidisciplinary staff of 18 personnel located in three WIC Clinics and preparing and managing an operating budget in excess of \$909,000.

ESSENTIAL DUTIES:

- Provides overall management and supervision of all activities of the WIC Program
- Develops, implements and evaluates program policies and procedures and monitors compliance with State and Federal regulations
- Develops, implements and evaluates quality assurance of WIC services and programs; recommends and implements changes in processes and policies
- Coordinates and collaborates with other Milwaukee County WIC programs, the public sector and community agencies
- Develops, monitors and amends WIC Program budget as required
- Negotiates performance objectives with funding agency and develops, implements and evaluates performance objectives
- Assures compliance with the WIC Grant Agreement and timely preparation and submission of all required reports and contract materials
- Supervises the development, implementation and evaluation of annual WIC work plans per State policy
- Serves as the representative for the Milwaukee Health Department WIC Program on regional and State committees regarding issues related to WIC
- Prepares and facilitates public presentations regarding the WIC Program and its services

MINIMUM REQUIREMENTS:

- A Bachelor's degree (Master's degree preferred) in business administration or health-related areas
- A minimum of five years of management experience, at least two of which must have been in a WIC or comparable health or human service program
- Residency in the City of Milwaukee within six months of appointment

KNOWLEDGE AND SKILLS REQUIRED:

- The ability to independently exercise sound judgment
- The ability to maintain good working relationships with supervisory and staff level employees and the public
- The ability to effectively carry out the specialized management and administrative tasks of the WIC Program
- The ability to effectively manage staff at different locations
- The ability to effectively relate and work with other state and local agencies, public officials, department heads and the media
- The ability to effectively plan and carry out strategic management
- The ability to effectively develop and monitor budgets
- The ability to effectively coordinate data collection and reporting efforts
- The ability to effectively develop, implement and evaluate policies, procedures and performance objectives
- The ability to understand State and Federal regulations as they relate to compliance of WIC Program policies and procedures
- The ability to effectively prepare and facilitate public presentations
- Strong oral and written communication skills

2006 SALARY RANGE IS (007): \$51,440 to \$72,012 annually.

#02-045 ZM (ALK)

7/3/02

EEO 102