

Class Concept

This is professional and coordinative work in providing oversight and guidance for the state's Child Nutrition compliance program to ensure public, private, charter, residential and Federal schools that are receiving Federal Child Nutrition funds through the United States Department of Agriculture (USDA) are in compliance with Federal and State child nutrition laws, USDA regulations and State Board of Education (SBE) policies. The position serves as the coordinator of the Compliance program with responsibility for the Administrative Review (AR) and compliance auditing process, results, and reporting; sanction recommendations against sub-recipient agencies for non-compliance; corrective action plan monitoring of sub-recipients for compliance; technical assistance and consultation to section staff and sub-recipient agencies on compliance procedures and processes; and primary contact with the USDA and the Office of the North Carolina State Auditor on all compliance matters and reporting. Position may coordinate the work of other compliance staff.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the Federal, State and local Child Nutrition regulations, policies and procedures;
- Ability to lead and facilitate teamwork among the section staff and Federal and local level administrators;
- Ability to collect, evaluate and analyze data relating to the Federal and State child nutrition programs;
- Ability to communicate clearly and effectively to members of the section, as well as various audiences statewide and on the national level;
- Ability to operate and validate components of the Child Nutrition technology systems to ensure program compliance;
- Ability to exercise creative and critical thinking, problem-solving and troubleshooting in evaluating complex situations and developing solutions.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution, preferably in nutrition, food systems management, public or business administration, finance, or related area and three years of professional level experience in a child nutrition program; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.