



CLASS SPECIFICATION

Class Code: 6000xxxx
Date Established: 07/1973
Last Reviewed: 10/2026
Last Revised: 10/2026
Last Title Change: 10/2026
FLSA: exempt
Probation: 12 months

SENIOR REGISTERED DIETITIAN NUTRITIONIST

DEFINITION

Under general supervision, supervises and performs a full range of nutritional needs assessment services for clients and families; oversees clinic operations and assists with program development; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience as a nutritionist or dietitian in a clinic, hospital, or public health agency setting AND a master's degree from an accredited college or university in dietetics or a closely related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Licensure as a Registered Dietitian Nutritionist is required at the time of application and must be maintained until licensure as a Registered Dietitian in the State of Nevada is obtained.

Licensure as a Registered Dietitian in the State of Nevada is required within three months of appointment and must be maintained for continued employment in this classification.

State of Nevada certification as an Office Laboratory Assistant is required within six months of appointment and must be maintained for continued employment in this classification.

Certification as a WIC "Designated Breastfeeding Expert" may be required and if required, must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Manage the daily operations of clinic(s) by scheduling staff, monitoring client services, collecting client data and auditing client records; ensure adoption and compliance with department, state, and federal policies, including required record keeping.

Assist with the development of the annual program budget and justification.

Determine program eligibility through certification process that includes income determination, nutritional and medical risk factors, nutrition counseling and benefit issuance.

Assist with the development and evaluation of assigned programs by collecting, analyzing and interpreting program data including statistical and narrative reports.

Assess nutritional needs of individuals and families through physical evaluation and questionnaires to provide dietary counseling and nutritional care plans; make recommendations for continuity of care and coordinate with other client health care needs, referring clients to other community or county services.

Maintain, review and audit program records and files, including laboratory processes.

Respond to and help resolve escalated complaints from clients; serve as primary information resource for assigned area to include responding to inquiries from staff, management, partnering agencies, and the general public.

Coordinate and manage special projects, assignments and activities; collect, compile, analyze data and monitor progress; present findings to management and community partners; and identify alternatives and make recommendations.

Provide leadership and technical assistance on assigned subjects including educational activities and representation on community boards, committees and coalitions.

Actively maintain and expand upon knowledge of best practices of assigned area while providing staff development opportunities to further program knowledge and capacity.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Federal, state, and local program eligibility requirements and program guidelines.

OSHA and other health and safety regulations relevant to office laboratory designation for health screening operations.

Local community services and agencies that provide a variety of public assistance programs.

Principles and practices of budget development.

Management information systems and software used in the assigned area.

Ability to:

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles and practices of program development, implementation, evaluation, and promotion.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Advanced concepts of nutrition during the human lifecycle.

Advanced principles and practices of dietary counseling and the development, implementation, and evaluation of individualized nutritional care plans tailored to complex nutritional needs, medical conditions, and client-specific goals.

Principles and practices of cultural competency to effectively engage individuals from various socioeconomic, ethnic, and cultural backgrounds.

Infection control procedures.

Nutritional needs specific to prenatal, infants and children.

Medical terminology and basic medical procedures.

Ability to:

Analyze information, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Plan and organize work to meet schedules and timelines.

Provide technical assistance to staff members.

Conduct health screenings and operate a variety of medical equipment.

Recognize indicators of physical abuse, neglect and failure to thrive.

Assess nutritional and medical risks.

Make program eligibility determinations.

Interpret, apply, and explain regulations, policies and procedures.

Maintain confidential medical, nutritional and personal client information.

Write administrative summaries, narrative reports and other documents.

Develop educational materials and implement training programs in health, nutrition and related services, appropriate to the intended audience.

Interact effectively with, and interview people from, diverse socioeconomic and cultural backgrounds regarding sensitive health related issues.

Communicate orally in a clear, concise manner.

Establish, maintain and foster positive and effective working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office and clinic environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use hemoglobin analyzer, infant and adult scale, and measuring board. Ability to operate standard office equipment including, but not limited to, computers, telephones, calculators, copiers and fax machines.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.