



State of Oregon Position Description

Company: Oregon Department of Education

Organization: Child Nutrition Program - ODE

Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Grants, Loans, and Programs Manager 1	Job Profile ID:	7325
Business Title:	Grants, Loans, & Programs Manager 1 (Unfilled)	Position ID:	000000178840
Employee Name:		Company ID:	58100
Representation:	MMS	Budget Auth No:	
Location:	Salem ODE Public Service Building		
Supervisor:	Dustin Melton (Grants, Loans, and Programs Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Executive Employee Exemption		
Overtime Eligible:	No		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

This position is in the Child Nutrition Programs (CNP) section of the Oregon Department of Education's (ODE) Office of Student Services. CNP provides state-level administration for United States Department of Agriculture Food and Nutrition Service (USDA FNS) Child Nutrition Programs, including National School Lunch and School Breakfast Programs, Child and Adult Care Food Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, Special Milk Program and USDA Foods. State-

funded programs include Farm to School and School Gardens, expansion grants, and state meal subsidies for federal Child Nutrition Programs. CNP administers approximately \$400 million in state and federal meal reimbursement and grants each biennium. Child Nutrition Programs are operated by about 500 eligible local organizations statewide.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

- Direct, supervise and administer the USDA Foods Program by directing the procurement, processing, storage and distribution of upwards of \$19,000,000 in foods to schools, residential and nonresidential childcare institutions and other organizations participating in the National School Lunch Program, Child and Adult Care Food Program and the Summer Food Service Program.
- Supervise CNP Program Procurement of all Child Nutrition Programs, including, but not limited to, managing Program Procurement reviews, CNP Program Procurement coordination, CNP Program Procurement Consultation and CNP Procurement technical training.
- Supervise the Farm to Child Nutrition Programs (F2CNP) unit, including, but not limited to: managing F2CNP coordination, managing three F2CNP staff, provide support of Fresh Fruit and Vegetable Program (FFVP) duties and managing the overall F2CNP grant coordination.

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E" or "Non-Essential" (NE) function.

55% N E

Program Management for USDA Foods and Farm to Child Nutrition Program

- USDA Foods

- Coordinates, evaluates, and recommends policy guidelines and priorities for USDA Foods in Oregon
- Manages the USDA Foods Entitlement and Food Distribution process for over 300 Program sponsors
- Establishes criteria for successful entitlement utilization and monitors school district participation and reports on progress
- Develops and monitors state level contracts of USDA Foods storage and distribution
- Coordinates, evaluates and recommends policy guidelines and priorities
- Evaluates and recommends strategies to achieve statewide goals for USDA Foods and procurement
- Recommends policy concepts to address USDA Foods and procurement requirements
- Responds to state and federal requests for information
- Develops recommendations for agency heads and policy makers regarding policies to improve use of USDA Foods, distribution systems and procurement processes. Supports planning and implementation of adopted policy strategies
- Presents on behalf of ODE USDA Foods when working with USDA and stakeholders to develop and implement needed systems at the local, State and National levels
- Develops and maintains relationships with CNP sponsors and various food system stakeholders: ODE, Food Distribution Advisory Council, Oregon Department of Administrative Services, Food processors, distributors, Food Brokers, USDA, and US Department of Defense.
- Promotes and communicates USDA Foods policy priorities and their implementation related to nutrition.
- Establish program priorities and strategies as a result of needs identified through assessing and evaluating information and data from recipient agencies, Food Distribution Advisory Council, Child Nutrition Program (CNP) staff, Federal/ State requirements, and analyzing trends to provide the most cost-effective system possible
- Manages federal website in allocation of USDA Foods to Program sponsors
- Coordinates with other CNP managers on Program collaboration
- Negotiates and makes decisions on USDA Foods contracts with processors, vendors and state warehouse
- Manages state warehouse contract
- Manages USDA Foods Advisory Council
- Manages the participation of USDA federal Management Evaluations (ME) for USDA Foods, including responding to USDA inquiries and ME findings and corrective action items
- Farm to CNP
 - Manages the Farm to Child Nutrition Program unit for ODE
 - Coordinates with other CNP managers on Program coordination with F2CNP
 - Coordinates with the Oregon Farm to School and School Garden Network to align F2CNP priorities
 - Provides support to the F2CNP team with ODE Procurement
 - Monitors and provides support with F2CNP associated contracts
 - Coordinates with the Oregon Department of Agriculture related to F2CNP priorities
 - Coordinates with F2CNP staff on oversight of the duties associated with the USDA Fresh Fruit and Vegetable Program
 - Coordinates in alignment with the CNP Director on the F2CNP budget
 - Provide support to the F2CNP in the interpretation of state statutes and rules related to F2CNP
 - Provide oversight of F2CNP and FFVP grant audits

20% N E

Program Management of CNP Program Procurement

CNP Program Procurement

- Supervises and coordinates all aspects of CNP Program Procurement
- Manages the oversight of Program procurement reviews
- Manages the consultation and technical training and technical assistance of Program procurement
- Coordinates, evaluates, and recommends policy guidelines and priorities for CNP Procurement in Oregon
- Promotes and communicates Procurement policy priorities and their implementation
- Develops recommendations for agency heads and policy makers regarding policies to improve use of CNP Procurement and supports planning and implementation of adopted policy strategies
- Manages the participation of USDA federal Management Evaluations (ME) for CNP procurement, including responding to USDA inquiries and ME findings and corrective action items

20% N E

Supervisory

- Provide direct supervision to USDA Foods and Procurement and Farm to Child Nutrition Program teams
 - Directs and assigns work to subordinate staff
 - Monitors employee performance
 - Conducts employee selection process to fill vacancies and makes hiring decisions
 - Prepares performance appraisals and recommends personnel actions in consultation with CNP Director
 - Provides onboarding for new employees. This includes orientation to program unit procedures, manuals and CNP knowledge
 - Develops work procedures and written instructions for work assignments
 - Develops work expectations for subordinates and monitors completion of expectations
 - Supports the individual professional development needs of staff
 - Conducts staff meetings
 - Develops goals for and with staff
 - Listens to and responds to grievances

5% N NE

Other duties as assigned.

At all times N E

Commitment to Equity

In addition to the cultivation of equitable practices across all aspects of your position description, also:

- Learns and applies knowledge and skills to interrupt systemic oppression

Consistently treats sponsors, stakeholders, partners, vendors, the public and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity. Sets clear guidelines and models expected professional behaviors

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Typical office environment. Multiple Program deadlines create competing responsibilities and short project timelines requiring highly developed organizational and priority-setting skills. Position requires ability to handle multiple tasks and responsibilities simultaneously while maintaining quality service and output for each project. Must be able to work with a diverse staff having varied work-styles and unique professional goals.

Some travel in and out-of-state that may include weekends or extended working hours. Must have a valid driver's license and a satisfactory driving record or provide an acceptable alternate method of transportation. Must be available for occasional work sessions, trainings, or meetings on weekends and/or evenings. Maintain multiple process timelines and meet varied due dates. Communicate with a variety of audiences.

This position may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements.

The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Federal Regulations 7 CFR 210, 215, 220, 225, 226, 227, 240, 245 and 250; 2 CFR 200
- USDA FCS Instructions, policy memos, guidance and directives
- Public Laws P.L. 103-448, P.L. 104-149, and P.L. 104-193
- ORS 326.051 (2)(b), ORS 327.520, ORS 327.525, OAR 581-51-100, OAR 581-51-200, OAR 581-51-400 and OAR 581-22-720
- ODE-CNP developed policies and procedures
- CNPweb
- WBSCM

How are these guidelines used?

These rules dictate state and federal program compliance requirements, as well as federal purchasing requirements, of USDA Child Nutrition Programs. Must be familiar with the laws, rules and regulations to stay within the legal requirements of state and federal government. This position is responsible for using existing statutes, identifying and developing internal guidelines, procedures and protocols which are consistent with federal and state laws relating to the programs already in place and any future program expansion.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
Agency director, leadership team, CNP and ODE staff, Public and private school district personnel; public and private non-profit sponsoring personnel; legislators; legal counsel, auditors; contractors	In Person, by mail, email or telephone	Management and evaluation of child nutrition programs and nutrition education activities. Program and policy development, collaboration, investigation, research, complaint resolution, training, reporting, data analysis, media response.	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decisions and high-level problem solving includes development and implementation of state law and policies and federal law, regulations and policies affecting children and families.

Typical decisions are made regarding:

- management of the USDA Foods Program and CNP Program Procurement to maintain compliance with State/Federal statutes and regulations.
- cost effective use of funds to maintain a financially sound USDA Foods Program
- program compliance with state and federal child nutrition laws and regulations
- state agency policy development and procedures
- program eligibility
- budget and expenses
- statistical analysis and reporting
- personnel action

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Grants, Loans, and Programs Manager 3	0000095	In Person, by mail, email or telephone	Quarterly	Review is needed to make certain program goals are being met and compliance is made with federal regulations and state laws.

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

Plan Work
Assign Work
Approves Work

Responds to grievances
Disciplines and rewards
Coordinates schedules
Hires and discharges
Recommends hiring
Gives input for performance evaluations
Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

Position requires: excellent verbal and written communication and listening skills; excellent research and analytical skills; skills in performing technical and support functions; skills in planning and managing projects; and skills in coordinating diverse activities to ensure completion of projects, tasks, and assignments; experience in oral presentations; working knowledge of presentation software; evidence of facilitation and collaboration skills; ability to establish effective relationships with administrators, parents, community organizations, institutions or higher education and colleagues; ability to be assertive and act with tact when faced with non-compliance issues; ability to demonstrate a leadership role as part of the collaborative team effort. This position also requires knowledge of federal USDA/FNS Program and state regulations, procedures and policies, and CNPweb.

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee _____ Date _____

Manager _____ Date _____

Appointing Authority _____ Date _____