

## New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

### Classification Standard

**Occ. Code 2861300**

<b>Food Distribution Administrator 1, Grade 18</b>	<b>2861300</b>
<b>Food Distribution Administrator 2, Grade 23</b>	<b>2861400</b>
<b>Food Distribution Manager, M-2</b>	<b>2861500</b>

### Brief Description of Class Series

Food Distribution Administrators provide professional administrative support within the Office of General Services (OGS), Food Distribution program.

The Food Distribution Manager plans and directs the Food Distribution program within the OGS, Support Services Group.

### Distinguishing Characteristics

*Food Distribution Administrator 1:* full performance level; under the general direction of the Food Distribution Administrator 2, administers segments of multiple Food Distribution programs; may supervise paraprofessional, clerical, and other staff assigned to the office.

*Food Distribution Administrator 2:* supervisory level; under the general direction of the Food Distribution Manager, oversees all Food Distribution programs and performs a wide variety of professional administrative and program activities; supervises Food Distribution Administrators 1.

*Food Distribution Manager:* single position class; under the general direction of the Director Support Services, oversees the daily operations of Food Distribution, including the administrative supervision of all lower-level staff.

### Illustrative Duties

#### *Food Distribution Administrator 1*

Administers segments of the OGS Food Distribution program including the ordering and distribution of U.S. Department of Agriculture (USDA) Foods for the National School Lunch Program, Child & Adult Care Food Program, Summer Food Service Program, and the Emergency Food Assistance Program (TEFAP).

Manages contracts and agreements to ensure compliance, timely reconciliation of inventory, and payments.

Schedules and performs physical inventories at locations storing and distributing USDA foods.

Represents the program and works with federal, state, and recipient agencies, distributors, warehouses, processors, and other vendors; represents the agency at conferences.

Prepares and finalizes procedures, manuals, and trainings including memos and updates to regulations and policies.

May supervise lower-level staff.

#### *Food Distribution Administrator 2*

Performs all of the duties and responsibilities of a Food Distribution Administrator 1.

Manages the allocation, ordering, and distribution of USDA Foods for the above-mentioned programs.

Monitors and ensures the utilization of USDA entitlement funds; oversees the dissemination of federal funds to participating food banks.

Manage grants, contracts, and other initiatives relevant to child nutrition programs and TEFAP.

Submits documentation and reports for audits and to the USDA, utilizing various online financial systems and the Federal Food Programs Reporting System.

Maintains financial records to monitor and control expenditures made by the unit through the Statewide Financial System.

Performs the full range of supervisory duties.

#### *Food Distribution Manager*

Performs all of the duties and responsibilities of Food Distribution Administrator 2.

Oversees the daily operation of OGS Food Distribution including administering State Distributing Agency activities of USDA Foods for the above-mentioned programs.

Ensures that New York State and providers are compliant with applicable federal and state laws, rules, regulations, and practices relating to USDA Foods.

Serves as a liaison to other state and federal agencies, government entities, advocates and professional organizations related to USDA Food programs.

Develops annual fiscal requests and projections for use in the preparation of the program budget.

Monitors federal State Administrative Expense and other administrative funding through grant award documents to cover all expenses.

Oversees the development and dissemination of resource material and information for School Food Authorities and recipient agencies.

Investigates and resolves complaints; maintains an open line of communication with other state agencies, local governments, schools, feeding organizations, vendors, and other external groups.

Performs the full range of administrative supervisory duties.

### Minimum Qualifications

#### *Food Distribution Administrator 1*

Open Competitive: bachelor's degree and completion of a two-year traineeship; or bachelor's degree and two years of administrative or management experience with planning, directing, and coordinating the storage and distribution of food and related food distribution materials for an adult/child nutrition program, food bank, food distribution service, hospital, residential institution for adults or children, restaurant, hotel, or recreational complex.

#### *Food Distribution Administrator 2*

Promotion: one year of permanent service as a Food Distribution Administrator 1.

Open Competitive: bachelor's degree and three years of administrative or management experience with planning, directing, and coordinating the storage and distribution of food and related food distribution materials for an adult/child nutrition program, food bank, food distribution service, hospital, residential institution for adults or children, restaurant, hotel, or recreational complex.

#### *Food Distribution Manager*

Promotion: one year of permanent service as a Food Distribution Administrator 2.

Open Competitive: bachelor's degree and five years of administrative or management experience with planning, directing, and coordinating the storage and distribution of food

and related food distribution materials for an adult/child nutrition program, food bank, food distribution service, hospital, residential institution for adults or children, restaurant, hotel, or recreational complex.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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