

## COMMODITY DISTRIBUTION ASSISTANT DIRECTOR

### DESCRIPTION OF WORK

This is supervisory work assisting in directing the State's commodity distribution program. Employee assists in developing a State plan of operation necessary to properly requisition, store, transport, distribute, and use commodity products donated by the Federal Government. Duties include responsibility for planning, assigning, and reviewing the work of commodity distribution representatives and office staff, and for training and supervising all State and county field personnel. Work assignments are performed under the general supervision of the program director and are reviewed through periodic conferences and reports to determine conformance with established policies and procedures.

### EXAMPLES OF DUTIES PERFORMED

Assists in planning, developing, and directing all activities of the commodity distribution program which provides donated food for schools, charitable institutions, summer camps, childcare centers, economically needy families, disaster relief areas, and nutrition programs for the elderly.

Plans, assigns, and reviews the work of commodity distribution representatives and trains and supervises all State and county field personnel in general operating procedures through training sessions, conferences, and field inspections.

Negotiates processing of some commodity foods for agency use and exchanges commodities for needed processed foods.

Plans, assigns, and reviews work of office and warehouse staff.

Meets with State and county school officials, institutional superintendents, county commissioners, and other administrative officials in promoting and interpreting the commodity distribution program.

Accompanies commodity distribution representatives on visits to recipient agencies when difficult or unusual problems arise.

Visits recipient agencies of commodity products and inspects for proper use, storage, and inventory control of donated foods; makes suggestions to improve utilization and record keeping.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Considerable knowledge of modern methods of large-scale distributing, warehousing, and transporting of perishable and non-perishable foods.

Considerable knowledge of the policies, procedures, and history of the Federal and State commodity distribution program.

General knowledge of the operations and functions of all levels of State educational, institutional, and welfare organizations.

Ability to assist in planning and directing a statewide commodity distribution program following Federal and State policies and regulations.

Ability to establish and maintain effective working relationships with school and institution officials, Federal and State food distribution representatives, subordinates, and the general public.

Ability to plan and supervise the work of a staff in this area.

### MINIMUM EDUCATION AND EXPERIENCE

Bachelor's degree from an appropriately accredited institution preferably in agricultural economics or business administration and three years of administrative experience in commodity distribution or large scale warehousing operations; or an equivalent combination of education and experience.