

Technical Skills

Some knowledge of:

- The principles and practices of public health, business, and public-sector administration.
- Possess knowledge from experience working in the food service industry.
- The fundamental principles and practices of the program assignment. Applicable research techniques, methods, and procedures.

Ability to:

- Properly interpret and make decisions in conformance with established laws, regulations, and policies.
- Collect, analyze, and interpret data and submit oral and written reports.
- Establish and maintain effective working relationships with employees, municipal officials, other agencies, the general public, and medical care providers.
- Present technical material in a clear, precise manner that can be easily understood by various groups.

Education and Experience

High School Diploma and two (2) years of experience in private, public, or community healthcare, community sanitation, health inspections, health education, data analysis, or related healthcare fields.

OR

An Accredited Associate’s degree

**Certificates/
Licenses/Special
Requirements**

Must pass a physical examination as prescribed by the City.

May be required to pass a pre-employment drug screen

Must pass a background check as prescribed by the City.

None

**Supervisory
Responsibility**

Work is performed under general supervision.

**Supervision
Received**

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

9/06

Revised

10/07, 9/08, 8/2022, 5/2024, 11/2024, 6/2025