

## 😊 Job Aid: Local Agency Roles

### Chapter 8: Operations Management

#### Section 1: Operations Management

#### Lesson: Special user - Staff Information

Local Agency Roles describes the different roles that Local Agency staff may play in each agency or clinic. They are used to show key contacts at each local agency. A staff may have more than one role. Some staff will not have a role.

Role	Definition
Administrator	Local County Health Department Administrator
WIC Coordinator	Local County WIC Coordinator
System Administrator	Identified Local Agency Computer Support
Breastfeeding Coordinator	Identified Local Agency Breastfeeding Coordinator
Training Supervisor	Identified Local Agency Training Supervisor
Fiscal Contact	Designated employee who handles fiscal questions
Vendor Contact	Designated employee who handles vendor relations
Lead WIC Clerk	Equivalent of a head clerk. Not every clerk will be listed.
Nursing Supervisor	Supervises nursing staff
Nutrition Education Coordinator	Identified Local Agency Nutrition Education Coordinator
Nutritionist	RD or Masters in Nutrition