
Erin Dixon, MS

1001 E 9th Street, Building B
Reno, NV 89512

(775) 328-2454
edixon@washoecounty.us

EXPERIENCE:

Washoe County Health District, Reno, NV

2016 – Present Public Health Supervisor

- Supervise the Chronic Disease Prevention Program and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- Provide leadership and direction for Policy Systems and Environmental Change efforts on Tobacco, Nutrition, and Physical activity.
- Manage program budgets of over \$2 million dollars and six funding sources
- Collaborate with other local health districts on topics impacting public health in Nevada
- Serve on the Health District's Public Health Accreditation Team
- Represent the Health District on boards and coalitions
- Responsible for compliance with federal, state, and county requirements

2013 – 2016: Fiscal Compliance Officer

- Develop, implement, and monitor fiscal procedures to promote and maintain efficient and accurate fiscal operations
- Coordinate and finalize annual budgets for grants and local budgeted programs
- Collaborate with Program Managers on grant budgets, monitoring of expenditures, staffing levels, and compliance with federal, state, and county regulations
- Restructured the Environmental Health Services and Air Quality Management Fee structure to include direct and indirect expenditures
- Provide guidance to Program Managers, Division Directors, and Senior staff on budget, expenditures, federal funding requirements, purchasing policies and procedures
- Develop and present staff reports before the District Board of Health and the Washoe County Board of County Commissioners
- Restructured payment procedures to improve employee satisfaction and productivity while maintaining fiscal controls
- Monitor and evaluate actual revenues and expenditures, advise management on the conditions of accounts and develop recommendations for the resolutions of budget problems

UNR, Nevada School of Community Health Sciences

Spring 2015: LOA (Letter of Appointment) – CHS101: Introduction to Community Health Sciences

- Taught the 16 week class on the basic fundamentals, history, and theories of public health
- Responsible for all class preparation, instructions, assignments, test development, grading, and compliance with all UNR policies and procedures
- Supervised Graduate Assistant
- Was invited to teach Spring 2016

Washoe County Health District, Reno, NV
2002 – 2013: Program Coordinator – Chronic Disease Program, 2006-2013
Tobacco Program, 2002-2006

- Researched, developed, implemented, evaluated, and reported on chronic disease prevention and control activities and outcomes/effectiveness
- Responsible for budgetary planning and monitoring
- Analyzed and reported on proposed state and federal prevention and control policy
- Coordinated local chronic disease prevention efforts including the Washoe County Chronic Disease Coalition
- Coordinated appropriate grass roots education and advocacy efforts
- Collaborated with individuals and agencies across the state of Nevada
- Assisted in the coordination of television, radio, print, and internet public education campaigns
- Prepared press releases for media and served as media contact on chronic disease related topics
- Represented the Health District on numerous local and statewide boards and committees
- Established the first Food Policy Council in Nevada
- Instrumental in the passage of the Nevada Clean Indoor Air Act (smoking ban)
- Chaired the Truckee Meadows Bicycle Coalition and hosted Bike to Work Week
- Great Basin Public Health Leadership Institute Graduate
- Served on the following:
 - Nevada Tobacco Prevention Coalition, Vice President
 - Nevada Public Health Association Northern Nevada Board, Member at Large
 - Nevada Diabetes Council, Vice Chair
 - BRFSS Vendor Selection Committee for the State of Nevada
 - Northern Nevada Action Committee, Facilitator

EDUCATION:

Masters of Science, Professional Leadership, Carlow College, Pittsburgh, Pennsylvania, 2001
Bachelor of Arts, Psychology, College of Wooster, Wooster, Ohio, 1996

CURRENT VOLUNTEER EXPERIENCE:

Truckee Meadows Tomorrow Executive Board – 2013 to Present