

PERSHING COUNTY JOB SPECIFICATION

SENIOR CENTER DIRECTOR

DEFINITION:

Under general direction, serves as manager of the Senior Center; supervises and participates in the operation of the Senior Center in compliance with state and federal regulations; conducts and coordinates education, recreational and social services for participants; provides a nutritional program; administers the business affairs of the department; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a director level position. The incumbent in this position serves at the pleasure of the Pershing County Board of Commissioners.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Manages the daily operations of the Senior Center Nutrition program; develops goals and objectives for the department consistent with the Pershing County Personnel Policies; develops standards and evaluates performance and level of service
2. Estimates budget information for the operation of the Senior Center; writes justifications of funding requests; monitors expenditures to assure compliance with budgets; accounts for variances between projected and actual expenditures.
3. Prepares and presents information in written and oral form to the Pershing County Board of Commissioners, officials of other agencies, and members of the public; provides advice and consultation to the Pershing County Board of Commissioners in assigned program areas.
4. Acts as liaison with the State Division of Aging Services, other governmental agencies, and the public on matters related to services for older residents of the County; investigates and resolves complaints and concerns from the public, residents, taxpayers and all interested parties regarding departmental services and facilities.
5. Selects, directs and evaluates department staff; plans and prioritizes work to be done; schedules and coordinates activities; instructs staff in the requirements of jobs and appropriate work procedures; listens to and takes necessary action to resolve employee problems, concerns and complaints; advises staff on resolution of problems; responds to grievances; issues warnings and reprimands for inadequate performance and improper behavior; takes necessary disciplinary action.

6. Prepares and submits grant funding requests; administers grant funds and programs; prepares and administers grant budgets; conducts meetings of grant program participants; completes financial and narrative reports regarding grant funded activities.
7. Develops and coordinates a program of social and recreational services for program participants; recruits volunteers and service agencies to provide informational programs and assistance to participants and the program's site; plans and conducts recreational programs for nutrition program participants.
8. In conjunction with the Cook, prepares menus for meals served at the site; controls raw food purchases to assure compliance with budgetary and nutritional requirements; finds lowest cost providers; orders and receives good for preparation of meals; supervises the preparation of meals; assists in preparation of meals as needed.
9. Reviews and certifies applications for participation in the homebound meal delivery program; interviews applicants; makes home visits to monitor need for and delivery of services; administers a program to transport participants to the meal site and special events; supervises staff assigned to deliver meals to the homebound; oversees the maintenance of program vehicles; prepares and submits a variety of narrative, inventory, financial and statistical reports regarding program operations and participation; keeps records of and accounts for cash and in-kind donations.
10. Participates in various committees; may serve as chairperson; facilitate the meetings; prepare agendas, minutes and make regular reports to the Pershing County Board of Commissioners.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of: principles and practices of management and supervision; principles of budget preparation and administration; the nutritional, social, recreational, and service needs of seniors; the behavior of older persons; meal planning for larger groups; record keeping techniques; methods, supplies, and equipment used in senior nutritional programs; funding sources, community resources, laws and regulations which pertain to senior nutritional programs.

Ability to: plan and implement a program of services to seniors; supervise a staff of volunteers and paid employees; work effectively under the pressure of deadlines and conflicting demands; establish and maintain effective working relationships with County staff and program participants; keep detailed financial and statistical records; gain

cooperation through discussion and persuasion; select alternatives; project the consequences of proposed actions; implement administrative policies and work programs consistent with regulations and with County policies and goals; understand, interpret, and apply laws and regulations; communicate effectively in writing on matters related to funding and operations; effectively administer projects and operations consistent with Federal, State and County policies and goals; collect, interpret and evaluate narrative and statistical data pertaining to policy, fiscal, and department operation matters.

Required Certifications and Licenses: Possession of a Nevada driver’s license at time of appointment. Possession of a CDL would be highly desirable.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Four years of responsible paid or volunteer experience in a social service position that included responsibility for the coordination of volunteers, recordkeeping and direct service to program participants. Two years of college level education including course work in the social sciences are high desirable.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Vision to read reports and financial data; strength and stamina to drive long distances and to perform occasional lifting of items weighing up to 25 lbs.; occasional reaching, and bending.

Working Conditions:

Work is performed under the following conditions:

Work environment is generally clean with limited exposure to conditions such as dust, fumes, or odors or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events; long and variable work days.

FLSA Status: Exempt

Employee’s Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee’s Signature

Date Signed

