USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Senior Center [Services]**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Director of Senior Center** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:** | **Exempt** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of administrative, professional and supervisory work in direct oversight and control of [Town/City] senior services. Responsible for the development and maintenance of comprehensive programs providing community-based social, physical, educational and recreational services for the well-being of older citizens and their family members/caregivers.

**Supervision Received:**

Receives general direction from [Dir. Human Services or chief administrative/executive officer or commission/board].

**Supervision Given:**

Supervises the following departments/divisions: [Office of Senior Services]

**Examples of Essential Functions:**

# Plans, supervises and evaluates the provision of senior services programs.

1. Develops policies and procedures for the provision of senior services programs as necessary to ensure efficient operations and implement directives from the [chief administrative/executive officer and/or Human Services Director and/or commission or legislative body if applicable].
2. Researches and evaluates short and long term service needs of the [Town/City]’s older residents.
3. Plans, promotes, supervises and implements a comprehensive and diversified offering of community-based programs providing social, physical, cultural, educational and recreational services for the [Town/City] older residents under policies established by [commission or legislative body]; reviews program performance and effectiveness, formulates and implements policies to alleviate deficiencies.
4. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of Office activities and programs.
5. Develops and maintains a client-oriented management information system and case management program to monitor and assure continuity of services to program participants and clients.
6. Coordinates with health and social service agencies and providers to provide health care and related referral programs to the [Town/City]’s older residents.
7. Educates older residents as to availability of federal and other benefits, assists older residents in applying for such benefits.
8. Promotes, coordinates and implements the provision of nutritional and transportation programs to the [Town/City]’s older residents.
9. Speaks to community and senior groups.
10. Represents [Town/City] on boards and commissions or at specific agency meetings to advocate for older residents and senior services and serves as liaison to various government or community organizations, committees, taskforces, boards and commissions; communicates regularly with other local, State and Federal officials and community members.
11. Coordinates maintenance of all [office/department] buildings, facilities, vehicles and equipment.
12. Plans and develops all capital improvement proposals in accordance with [Town/City] schedules.
13. Prepares and presents [or “Assists in the preparation and presentation of”] a proposed annual budget for the [office/department or “provision of senior services functions”] and all related programs; directs [or “assists in”] the implementation of the adopted budget.
14. Recommends and implements adopted program and service fee schedules; coordinates and ensures the collection and disbursement of all program fees.
15. Reviews proposed and adopted local, State and Federal legislation and assesses potential impact on office programming and operations; ensures compliance with all such laws governing office programs and activities.
16. Acts as Municipal Agent for the Elderly (MAE) in accordance with Connecticut General Statutes § 7-127b.
17. Coordinates programming with other senior service programs and providers in the community.
18. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.
19. Directs and supervises the selection, training, assignment, scheduling, evaluation and discipline of [office or subordinate] employees; administers personnel rules and regulations and collective bargaining agreements for [office OR subordinate] office employees.
20. Prepares, submits and presents analytical and statistical reports to [chief administrative/executive officer] or commission/board]; attends meetings of [insert appropriate committees, commissions and legislative body].
21. Promotes and publicizes office programs and activities; prepares and coordinates program and event publicity, materials promoting programs and events utilizing numerous media formats, including print and social media; coordinates program and event publicity.
22. Maintains positive working relationships with community groups, other local service providers and the public regarding program offerings and coordination of services; promptly and cordially responds to civilian inquiries and complaints pertaining to programs and services.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Education & Experience:**

1. Graduation from an accredited college or university with a Bachelor's degree with a major field of study in: Public Administration or Social Services.
2. \_\_\_ years of increasingly responsible experience in social services or public administration, including \_\_\_ years of management and supervisory experience.
3. MSW preferred.
4. CPR/AED and First Aid.
5. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of human and senior services programs.
2. Considerable knowledge of the principles and practices of public administration.
3. Knowledge of community human and senior service needs.
4. Skill in financial and human capital management.
5. Skill in the use of computers, including [insert specific software].
6. Ability to prepare detailed reports, plans and specification and perform reliable research as needed.
7. Ability to read, analyze and interpret general business periodicals, professional journals and government regulations.
8. Ability to establish and maintain complex files and records systems.
9. Ability to maintain positive working relationships with government officials, community groups, other local service providers and the public.
10. Ability to process large quantities of paperwork accurately and efficiently and work with a minimum of supervision.
11. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from government officials, community service providers, vendors, customers/residents and the general public.

**Additional Eligibility Requirements:**

1. Valid, active Motor Vehicle Operator’s license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to sit, stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to X pounds, and occasionally lift or move up to Y pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with [regular or occasional] related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals and vibration and life threatening situations. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand. Additional hours, including nights, may be required for emergencies and program coverage.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

**EEOC Statement:**

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.