



JOB DESCRIPTION – SENIOR CENTER DIRECTOR

Job Title	Senior Center Director	Department	Senior Center
Reports to	City Manger	Salary Level	IX – \$31.93 – \$33.88/hr
Classification	Exempt	Revision Date	11.09.2022

I. General Description

This position is responsible for providing overall management and direction for all program and administrative activities of the Senior Center within the goals, policies and procedures as established by the City.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

- Plan, direct, manage, supervise and coordinate the administration and operations of the Senior Center Department including the development and implementation of written policy procedures, work standards, and goal and objectives.
- Provide monthly report to City Manager for City Council meeting concerning operations of the Senior Center. Develop and administer congregate services and database for statistical information and projections as necessary.
- Prepare and administer grants & contracts including periodic reports tracking contract progress. Seek additional funding sources as necessary.
- Prepare and oversee health and safety procedures for the Senior Center in coordination and compliance with Federal, State and City's overall guidelines and procedures.
- Plan, prepare, and organize workloads and staff assignments, expedite workflow, and make staffing decisions for department.
- Oversee department personnel matters, make recommendations regarding appointments, promotions, suspensions, and dismissal of department employees.
- Assist Human Resources Assistant with recruitment and selection of employees.
- Oversee department personnel evaluations.
- Assist with staff training and development.
- Oversee inventory administration, maintenance and cleaning for the Senior Center.
- Represent the City on the Senior Advisory Commission. Prepare agenda and packets for commission meetings.
- Represent City as needed at meetings and conferences with community groups, professional organizations, and federal, state and local governments.



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- Direct all aspects of food service for the Senior Center.
- Oversee all aspects of Senior Center transportation program.
- Participate in the City's Strategic Planning process.
- Maintain effective outreach program to ensure the needs of seniors within the City of Dillingham are being met in accordance with the State of Alaska Nutrition, Transportation, and Support Services (NTS) program.
- Prepare invoices and maintains records for State of Alaska Choice Medicaid reimbursements.
- Attend Council meetings as requested.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

- Issues associated with the aging process and social services and programs for seniors.
- Alaska Eating and Drinking Establishment regulations.
- Financial, human resources and program management.
- Property management including maintenance management.
- An understanding of relevant legislation, policies and procedures.
- Fiscal planning and management, supervisory methods and techniques, and government services.
- Public relations techniques, sociological, psychological and health theories and practices as they affect elderly.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

- Team leadership and management skills.
- Financial management skills.
- Supervisory and human resource management skills.
- Strategic planning, research and program development skills, and contract management skills.
- Decision making skills.
- Computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level.
- Effective written communications skills including the ability to prepare reports, policies and motions.
- Effective verbal and listening communications skills.
- Effective public relations and public speaking skills.
- Interact with the public in a courteous, helpful and professional manner.



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- Work with co-workers, outside agencies, and vendors in a professional manner.
- Maintain the confidentiality of information acquired during service as a City employee.

V. Work Environment and Physical Effort

Office environment. The noise level in the work environment will normally be quiet to moderately noisy depending on other employees/members of the public with business in the office. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment. The employee will have to spend long hours sitting and using office equipment and computers which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

VI. Education and/or Experience

Education:

- Bachelor degree in business administration, personnel management or human services field.
- Any combination of training and experience that provides the equivalent knowledge, skills, and abilities can be substituted for formal education.

Experience:

- Minimum two years management experience with at least two years in a non-profit setting, including experience in writing and managing grants, desired.
- Minimum of two years bookkeeping, banking or accounting experience, desired.

VII. Certification and Training

- Must obtain Safe Serve Food Protection Manager card within 90 days of hire.
- Must maintain certification in CPR, First Aid, and Automated External Defibrillator (AED) training.
- National Incident Management System (NIMS) compliance training and certification.

VIII. Supervisory Responsibility

Senior Center staff.

IX. Scope of Employment

Regular, full-time employment, exempt position.



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X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
City Manager:	_____	_____