

JOB TITLE: Senior Center Director

DEPARTMENT: Senior Center, Jasper County

JOB SUMMARY: This is a professional level job where incumbents are responsible for managing and developing Senior Services programs, and are responsible for supervising staff. .

MAJOR DUTIES:

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Develops and interprets guidelines and policies for aging programs.
- Manages, supervises, and provides direction and guidance regarding assigned programs and trains staff to perform the functions of the jobs.
- Prepares, administers, and manages department budget to include: anticipating future budget priorities; attending meetings to clarify budget requests, inputting budget information into Financial System, ensuring adherence to the County's expenditure policy an purchasing ordinance, adequate funding and ensuring correct coding for accounting purposes.
- Serves as a liaison with other outside agencies.
- Performs other duties of a similar nature or level.

KNOWLEDGE REQUIRED BY THE POSITION:

- Supervising and evaluating employees;
- Operating a computer and applicable software;
- Applying laws, rules, and regulations;
- Planning, organizing, analyzing, and resolving problems;
- Managing projects;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Prioritizing and assigning work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Providing case management;
- Applying applicable laws, rules, and regulations;
- Screening and assessing clients;
- Resolving complex and sensitive issues;
- Preparing and maintaining reports and records;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Supervises all employees in this department.

MINIMUM QUALIFICATIONS:

Training and Experience (positions in this class usually require):

- Bachelor's Degree in Social Work or related field
- Five years of experience in case management or Aging Programs experience with 3 years supervisory experience;
- or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Valid Georgia Driver's License
- CPR Certificate
- First Aid Certificate.

PHYSICAL REQUIREMENTS:

Positions in this class require:

- Fingering, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise mover objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.