Cache County
Job Description

**Title:** Senior Center Director  **Code:**

**Division:** Administration  **Effective Date:** 8/08

**Department:** Senior Center  **Last Revised:** 5/17

### GENERAL PURPOSE
Performs a variety of administrative and managerial duties related to planning and coordinating the day-to-day operations of Cache County senior citizen center. Manage the daily delivery of the senior citizen nutrition services and volunteer, recreation, education and transportation programs.

### SUPERVISION RECEIVED
Work under the broad policy guidance of the County Executive.

### SUPERVISION EXERCISED
Provide general supervision to senior center staff including program coordinators and kitchen personnel.

### ESSENTIAL FUNCTIONS
Manages county wide operations; develops and maintains policy and procedures for senior center operations and programs; conducts needs assessments to determine programs and activities that best meet the desired interests of the local seniors; develop new programs or redefine existing programs to meet assessment objectives; plans, organizes, and directs the daily operations of senior citizen center; schedules various functions to promote senior citizen activity; monitors use of facilities to maximize availability; assumes full responsibility for facility management; evaluates program utilization and makes projections related to future levels of service.

Promote Center’s programs and activities through the local media to the general public; coordinates public hearings, open houses, etc., to better acquaint seniors with available programs; represent the Center through speaking engagements and other local events to keep the citizens informed and aware of programs and activities; provide advocacy for senior citizen needs and issues at the local, State and National levels.

Develop and foster a close working relationship with seniors; develops and coordinates special programs for senior citizen center patrons focusing on recreational opportunities, social functions, continuing education workshops, etc.; provides routine counseling in senior citizen interest areas.

Supervises center administrative staff; recruits, selects, and trains new staff; reviews and evaluates employee performance; establishes performance standards and goals; makes recommendations related to employee recognition, advancement, retention, dismissal and discipline; provides on-going training related to nutrition, safety and sanitation to program staff and volunteers; recruits and appoints volunteers as needed.

Prepare annual operating budget for the Senior Center; develop financial forecast for Center’s annual programs and activities; identify available grants and funding, direct the application process for grants and funding, and write or direct the writing of grants and funding to ensure additional monetary resources for aging services; manages program revenues and donations; present annual operating budget to the County Executive and the County Council to secure approval of budget for the Center.

Prepare, coordinate, and submit monthly financial and performance reports and monthly revenue and expenditure reports; maintains accounting system for payables and receivables; assures proper fiscal management procedures are adhered to; performs cost analysis and assures compliance with established budgets and spending limitations; develops annual budget proposals; processes regular payroll; assures timely processing of invoices for accounts payable.

Represent Senior Center as primary interface with the State of Utah Division on Aging and Bear River Association of Governments (BRAG) Area Agency on Aging on funding issues and business/program operations; coordinate advisory board meetings and advise the board of changes to budget, policy & procedures, state & federal regulations, legislative or county issues, or other matters pertinent to senior citizens, the senior center, or the board.

Represent Center as primary interface with other community agencies to better serve the needs of Cache County seniors; attends and participates in other community agency meetings and promote Center services for seniors.

Hears complaints and problems related to delivery of program services; develops solutions and implements changes as needed to better serve program patrons and target groups; conducts county-wide public relations and promotes services; conducts outreach efforts as needed; organizes and directs fund raising activities to support the programs.

Oversees purchasing and receiving practices; maintains and compiles program information and statistics for nutrition program activity; provides individual assistance to program participants in determining nutritional needs, completing
intake forms and conducting other outreach activities; provides nutritional counseling related to special and therapeutic diets.

Directs the preparation of monthly menus; supervises and coordinates food production and delivery for congregate and home delivered (“meals on wheels”) food programs; supervises food service personnel to assure quality production of meals and nutrition standards and achieved, including preparations, cooking, packing and delivery; oversees distribution of liquid supplements and maintains records of the same.

Direct Center’s transportation program and fleet of vehicles; oversees operations pertaining to meals on wheels vehicles, vans, passenger cars, other vehicles as required; monitors vehicle service and repairs on vehicles, and coordinate the acquisition of vehicles as needed.

Investigate accidents that have occurred involving senior center vehicles and submit information to the county’s Accident Review Board (ARB). Manages and oversees all transportation services; develops reports related to transportation program, including vehicle maintenance records (UDOT), driver operations history and safety records; assures vehicle registration, licensing and insurance.

Perform related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
   A. Graduation from college with a bachelor’s degree in social sciences, gerontology or related field; AND
   B. Four (4) years of experience performing above or related duties; OR
   C. An equivalent combination of education and experience.

2. Required Knowledge Skills and Abilities:
   Considerable knowledge of State and Federal Aging Nutrition program guidelines and standards; political environment and regional economics effecting the administration of special service programs. Working knowledge of specialized menu development and therapeutic diets; food service process and procedures associated with meal preparation; English grammar, spelling and general writing techniques; telephone etiquette; various types of kitchen equipment and their uses; record keeping systems and procedures; grantsmanship and grant application processes; basic budget development and management; various computer program applications, i.e., MS Word, MS Word, Excel, etc. Knowledge of the principles of supervision; interpersonal communication; local government processes and functions; first aid, CPR, safety standards, sanitation standards, gerontology, and; food borne diseases.
   Ability to exercise initiative and independent judgment and to react resourcefully under varying conditions; ability to organize and maintain time schedules; ability to supervise and evaluate performance; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with boards, commissions, employees, other agencies and the public; ability to demonstrate efficiency in food commodities management.

3. Special Qualifications:
   • Certified Nutrition Coordinator preferred.
   • Utah State Food Handlers Permit required.
   • Must be “Serv Safe” Certified.
   • Must possess a valid Utah Drivers License.
   • Must be CPR and First Aid Certified.

4. Work Environment:
   Tasks require variety of physical activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing essential to performance of daily duties. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in the normal course of job performance.
JOB ANNOUNCEMENT

JOB: Senior Center Director

RATE: $3,550 to $4,430 per month

HOURS: Exempt Status
40 + Hours/Week - Monday-Friday

LOCATION: Cache County Senior Center
240 North 100 East
Logan, UT 84321

QUALIFICATIONS: Education and Experience:
Graduation from college with a bachelor’s degree in social sciences, gerontology or related field AND four (4) years of experience performing above or related duties OR an equivalent combination of education and experience.

Considerable knowledge of State and Federal Aging Nutrition Program guidelines and standards. Working knowledge of specialized menu development and therapeutic diets; food service process and procedures associated with meal preparation; English grammar, spelling and general writing techniques; telephone etiquette; various types of kitchen equipment and their uses; record keeping systems and procedures; grant writing and grant application processes; basic budget development and management; various computer program applications, i.e., MS Word, MS Word, Excel, etc. Knowledge of principles of supervision; interpersonal communication skills; local government processes and functions; first aid, CPR, safety standards, sanitation standards, gerontology, and food borne diseases.

Ability to supervise and evaluate performance; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with boards, commissions, employees, other agencies and the public; ability to demonstrate efficiency in food commodities management.

CLOSING: June 9, 2017 at 5:00 p.m.

How to Apply: Submit a completed Cache County application available at www.cachecounty.org/employment and your resume using one of the following methods:

Email: hr@cachecounty.org
Fax: 435-755-1983
In Person: Workforce Services
180 North 100 West
Logan, Utah 84321

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