

**Position Purpose:**

This position performs supervisory, administrative, and professional work in developing and implementing programs and services of the Sterling Council on Aging to meet the social and emotional needs and continuing development of the Town's seniors. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Administers, directs, and coordinates activities of Senior Center to ensure development of plans and procedures for establishment and maintenance of elder services and programs. Ensures services and programs operate in accordance with town policy, legal boundaries, and funding regulations.
- Supervises, directs, and coordinates duties of staff and volunteers to ensure all Senior Center departments, including outreach, volunteer, transportation, nutrition, recreation, health and wellness, marketing, and communication, are functioning at optimal level.
- Leads and participates in local and regional efforts to further develop Sterling as a community for all ages and all abilities.
- Regularly meets with and works with the COA Board to determine the needs of the Sterling population. Develops and updates programs/services to meet those needs recognizing that the Senior Center is the only human service agency in town.
- Prepares and administers departmental budget with fiscal oversight provided by COA Board. Prepares reports for Executive Office or Elder Affairs, COA, and town officials as needed.
- Maintains a strong working relationship with the Friends of Sterling Seniors, the major fundraising arm of the Senior Center. Researches other sources of funds. Prepares and submits grant applications, and administers grants received.
- Maintains the Senior Center building, garage, and land to municipal standards through daily maintenance supervision, adherence to maintenance schedule and development of long-term capital planning.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

Bachelor's Degree in Human Services or related field; Master's Degree desirable; three to five years of experience in human services, including management and work with seniors; or an equivalent combination of education and experience. Must possess a valid Massachusetts Driver's License with good driving record. CORI check required. First Aid, CPR and ServSafe Certification.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the federal, state, regional and local resources available to seniors; knowledge of grant-writing techniques and general knowledge of budget and facilities management.

*Ability:* Ability to hire, train and supervise staff and volunteers in an effective and supportive manner. Ability to establish and maintain effective working relationships with seniors, families/caregivers, service providers, human service agencies and the general public. Ability to plan, implement and evaluate

effective programs and services. Ability to prepare and administer grants. Ability to communicate effectively both orally and in writing.

*Skill:* Excellent communication, interpersonal, planning, supervisory and organizational skills; proficient with computer software and applications to include Microsoft Office, Google suite, and transportation service software applications, and MySeniorCenter database.

**Physical Requirements:**

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

While performing the duties of this job, minimum physical effort is required to perform most duties. Regularly required to walk, stand, sit, communicate, and hear; ability to handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objectives. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning and overseeing the administration of the Senior Center and the development and delivery of services to meet individual and community needs.

*Supervision Received:* Works under the administrative direction of the Town Administrator, in accordance with departmental policies and procedures.

*Supervision Given:* Supervises 12 part-time employees and over 100 volunteers.

**Job Environment:**

- Work is performed under typical office conditions and work environment is moderately noisy.
- Operates a computer, calculator, copier, facsimile machine, and other standard office equipment, and an automobile.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with town departments, meals on wheels, community groups and varied agencies and organizations associated with assisting seniors, independent contractors, and community businesses, and consist of an information exchange discussing routine and complex issues.
- Has access to department-related confidential information including personal information about citizens in town. Employee must maintain confidentiality.
- Errors could result in delays or loss of services, personal injury to self and monetary loss or legal repercussions.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

***Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer***