

POSITION DESCRIPTION

Henry County Senior Center

CLASSIFICATION TITLE: Executive Director

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
FLSA TYPE	Executive	REPORTS TO	Board of Commissioners
CIVIL SERVICE STATUS	N/A	DIVISION	Administration

DISTINGUISHING JOB CHARACTERISTICS

Directs Senior Center operations, programs, finances and staff. Meets needs of county residents 60 years of age or older and helps them maintain productive and meaningful lives through Senior Center programs, activities and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with the requirements of that Act.

Directs and manages Senior Center and works to achieve its mission to inspire and empower older adults to thrive in all aspects of their lives. Provides meaningful and enjoyable activities, services and outings, and ensures Senior Center meets the needs of its senior citizens including provision of meals, transportation, caregiver support, and consultation on Medicare and other matters affecting the lives of Henry County seniors. Seeks and develops new programs and services that benefit seniors. Operates Senior Center in accordance with standards, funding requirements, and applicable laws and regulations. Direct and coordinate development of resources to ensure that services, programs and funding are robust enough to meet or exceed strategic goals and objectives.

Directs Senior Center operations and manages staff. Delegates responsibilities, provides direction, coordinates work efforts, monitors work and ensures work complies with applicable requirements, directives and policy. Coordinates with the Board of Commissioners to hire staff, evaluates job performance, and administers disciplinary actions up to and including discharge. Provides in-service training for staff and volunteers to help ensure seniors are provided services in accordance with Senior Center goals and objectives. Maintains staff personnel files including work schedules and timecards, disciplinary actions, selection records, and other documentation. Completes payroll. Supervises volunteer positions connected with Center's operation. Reviews the organization's structure, polices, and procedures on an annual basis and adjust as necessary with concurrence of the Board of Commissioners.

Oversees and administers Senior Nutrition program for regular and PASSPORT clients in Henry County. Oversees plan for monthly activities and programs to meet objectives of Title IIIB grant. Oversees scheduling of guest speakers for social and educational programs.

Manages Center within approved operating and capital budgetary constraints. Monitors and directs billing and related accounting operations. Works with Administrative Assistant to comprise monthly and yearly report and budgets for AOoA, Henry County Commissioners, and other entities as necessary. Records in-kind and submits sheets to Administrative Assistant on a monthly basis.

Maintains responsibility for purchasing equipment and supplies necessary to operate Senior Center and programs within established budgetary constraints and providing for effective and efficient operation of the agency.

Inspects Senior Center on a regular basis and initiates necessary repairs to the building, facilities and equipment.

Maintains responsibility for promoting Senior Center programs in the community. Promotes and advances continuing publicity in county newspapers, social media, and radio to keep public aware of services which benefit county senior citizens. Speaks before community groups to promote the Senior Center and increase community awareness of the programs, activities and services.

Coordinates and collaborates with community partners to ensure services benefit older adults. Develops and maintains contacts with local, state, and national associations.

Follows directives and guidance offered by Henry County Board of Commissioners. Responsible for the Henry County Senior Center Advisory board which includes making board member appointments and facilitating monthly meetings. Keeps the Board of Henry County Commissioners and Advisory board members informed of activities, programs, finances, and issues regarding the Center. Oversees programs and grant administration. Obtains and updates permits and licenses required to operate the Center. Attends approved conferences and workshops for professional development including workshops and seminars provided by AOoA and OASC.

OTHER DUTIES AND RESPONSIBILITIES

Serves as liaison to the Senior Center Advocates. Represents Senior Center on the Transportation Network Board and Area Office on Aging.

SCOPE OF SUPERVISION

All Senior Center staff and volunteers.

EQUIPMENT OPERATED

Computer, telephone, typewriter, copier, fax machine and other standard office equipment.

CONTACTS WITH OTHERS

Senior citizens, officials, community business leaders and general public.

CONFIDENTIAL DATA

None

WORKING CONDITIONS

Good office working conditions.

USUAL PHYSICAL DEMANDS

3 of 3

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time while performing administrative duties. The employee frequently talks and hears when dealing with the public. Employee exhibits typical physical demands involved in operating a vehicle when transporting senior citizens. Employee physically supports senior citizens getting in and out of cars and wheelchairs, and lifts chairs and tables when setting up facilities for events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Senior Center operations, programs and services; state and federal requirements pertaining to Senior Center operations; standard office practices and procedures; English grammar; spelling and punctuation; basic mathematics; management principles; public relations; program development and administration; budget administration; computers.

Ability to: apply management principles to practical work situations; drive constructive change to meet changing social, business and economic conditions; exhibit excellent administrative, language and interpersonal communication; post information accurately to written record; add, subtract, multiply and divide; maintain effective working relationships with seniors; exhibit patience and courtesy in working with senior citizens; ensure meaningful programs are developed to meet needs of county senior citizens. computer knowledge, skills, and proficiency.

Skill in: operation of standard office equipment; proficient operation of computer and job software.

QUALIFICATIONS

Any appropriate combination of education, training, course work and /or work experience may qualify an applicant.

Demonstrated management of personnel, finance, and working relationships with work groups that include the public, media, and community.

Must possess public relations/collaboration building, communications, and basic financial knowledge and management skills.

Must possess computer knowledge, skills, and proficiency.

Must have a proven record of working harmoniously with older adults as well as colleagues.

Must possess a valid Ohio Driver's license with proof of auto insurance (state minimum).

Must meet the requirements contained in Ohio Administrative Code (OAC) (173-3-06.6 (B) (3). Compliance shall be reviewed not less than annually.

Must successfully complete Bureau of Criminal Investigation (BCI) records check, as defined in OAC 173-9-01.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements. **4 of 3**

LICENSURE OR CERTIFICATION REQUIREMENTS

None.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____ / ____ / ____
Senior Center Trustee Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

_____ / ____ / ____
Employee Date