

**DIRECTOR – PROGRAMS FOR THE AGING  
(Town of Chili)**

Code No. 3-19-009

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative and supervisory position in the field of Aging responsible for planning, evaluating and implementing a senior center program suitable to the interests and needs of the community. The employee coordinates support programs and works on confidential planning, budget and operations management in Senior Citizen program operations. Responsibilities further involve working directly with Senior Citizens, volunteers and staff in planning, organizing, implementing and supervising a program that encompasses the recreational, emotional and health needs of this age group. The employee reports directly to, and works under the general supervision of, the Town Supervisor. General supervision is exercised over clerical staff and volunteer staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Oversees the day-to-day operations of the Town's Senior Center including organization and administration of recreation programs for the aging;

Plans and develops daily activities and long-term programming for the Senior Center;

Performs confidential planning and budget activities for senior citizen programming and operations;

Plans, organizes, supervises and implements daily activities for the Senior Center such as contests, tournaments and special events;

Directs and supervises outreach programs such as the senior lunch program;

Prepares and disseminates publicity items regarding offered activities;

Interviews, trains, evaluates and supervises subordinate personnel;

Prepares and establishes the budget for programs for the aging and operation of the Senior Center;

Maintains records and reports and prepares oral and written reports as required;

Authorizes purchasing of supplies;

Attends meetings as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of recreation administration theory and practices; good knowledge of the community agencies that provide services to the elderly; good knowledge of the characteristics, needs, interests and problems of senior citizens; working knowledge of athletics, sports, crafts, and activities associated with a senior citizen program; working knowledge of public information and public relations techniques associated with a senior citizen program; working knowledge of financial record keeping and budgeting; organizational skill; supervisory skill; planning skills; ability to plan, organize and supervise daily activities for a senior center such as contests, tournaments and special events; ability to work well with all age groups; ability to establish and maintain effective working relationships; ability to improvise and originate programs; ability to maintain records and prepare reports; courtesy; initiative; integrity; reliability; resourcefulness; honesty; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**      EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Recreation, Education, or a human service or behavioral science field, plus one (1) year paid full time or its part time equivalent experience in planning and conducting recreation or human service program activities that shall have involved working with the elderly; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Recreation, Education or a human service or behavioral science field, plus three (3) years of paid full time or its part time equivalent experience in planning and conducting recreation or human service program activities one (1) year of which shall have involved working with the elderly; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** Depending upon position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your ability to meet the transportation need of the positions.

**ADOPTED:** Oct. 4, 2001