

DIRECTOR OF SENIOR CITIZEN PROGRAM

Code No.: 6-04-019
COMPETITIVE

GENERAL STATEMENT OF DUTIES: The Director administers the Senior Citizen Program and is responsible for its activities

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position dealing with all phases of a Senior Citizen Program. The employee works under the direction of the Town Supervisor.

EXAMPLES OF DUTIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Constructs the program budget and submits the annual reports;

Supervises the activities for senior citizens;

Works with and meets with senior citizens' Committee;

Addresses community groups;

Acts as liaison with the volunteer staff, advisory committees and with the sponsoring groups of the community;

Develops and administers programs for weekly meetings;

Counsels and refers senior citizens;

Participates in training seminars and conferences;

Becomes involved in the Genesee Council Senior Citizen Directors;

Supervises the clerical and staff activities;

Responsible for newspaper publicity of the program;

Sees to some office detail such as letter writing, filing, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the community resources serving senior citizens; good knowledge of counseling techniques; working knowledge of planning and managing a budget; ability to write annual report, ability to deal effectively with others and gain their cooperation; ability to speak and write effectively; ability to supervise staff; ability to handle office detail; initiative; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school plus four (4) years of progressively more responsible work in the area of public relations, experience in public speaking and experience working with people especially the elderly OR any combination of training and experience sufficient to indicate ability to do the work.

ADOPTED: 1/31/74