

CITY of AZTEC JOB DESCRIPTION

Job Title:	Senior Center Director
Department:	Senior/Community Center
Shift:	40 hour week, Monday-Thursday 4-10 Work Week
Pay Plan:	\$DOE-DOQ
Exempt:	Yes
Reports To:	City Manager or Assistant City Manager
General Direction From:	City Manager or Assistant City Manager
Position Closes:	Open Until Filled

PURPOSE & NATURE OF JOB

The City of Aztec is seeking a Senior Center Program Director to ensure the quality and content of programs through design, development, implementation and evaluation of a full range of programming for the Senior Programs within Aztec. The Program Director will evaluate needs, develop programs, and analyze results in concert with the 60+ core program goals and elements. Additionally, this Director provides supervision to staff and volunteers, serves on interdisciplinary projects and teams, and coordinates senior center activities and special events, schedules and spaces assignments for senior center programs and activities.

Responsible for scheduling and contracting the use of the Community Center for all activities and events held at the center. Responsible for overseeing rental fees and deposits for events.

ESSENTIAL DUTIES

- Managing the daily operation of the Senior Center Programs, developing ideas and programs in concert with divisional and departmental objectives, evaluating needs of participants, and conducting program evaluations with city, state and applicable federal regulations;
- Supervising senior adult activities and center staff, managing volunteer work, implementing and encouraging team development, providing feedback and coaching, and completing performance appraisals for staff and volunteers;
- Create and monitor budget, documenting and tracking expenditures, invoicing expenditures, grant writing, writing & tracking Infrastructure Capital Improvement Plan (ICIP), maintaining inventories for equipment and supplies, ordering and maintaining equipment, maintaining accurate participant budget records;
- Maintaining service agreements and records accurately for Senior programs and Community Center rentals with facility management, senior program partners and stakeholders, and ensuring set-up of rooms with equipment and supplies necessary for activities;
- Performing administrative duties by submitting required monthly and quarterly reports, ensuring compliance with all COA policies and procedures, managing client registrations,

renewals and class sign-ups, tracking social service information and referrals monthly, reporting equipment repairs, and maintaining records/files (accident/incident reports, volunteer records, etc.);

- Developing and distributing marketing materials for programs, such as fliers, written descriptions for 60+ Guide, publicity materials, center newsletters, calendars, monthly menus, and flyers, etc.;
- Creating a setting that fosters senior empowerment, self-governance, lifelong leverage and exploration of new roles for 60+ program participants, including cultivating appropriate leadership and volunteerism among seniors and other stakeholders;
- Practicing civic engagement by building community trust, establishing and actively supporting processes that engage a wide range of internal/external stakeholders to facilitate an open exchange of opinions from diverse groups, Providing excellent customer service to participants, colleagues and stakeholders while providing advocacy, education, resource referral, information for services requested and consultation through communication with staff and clients.

The successful employee is expected to demonstrate effective leadership by following City and Center professional standards of leadership such as showing respect, responding with sensitivity to individuality, positively developing nurturing relationships, building on individual strengths; including creating an atmosphere where different perspectives, opinions and positions are welcomed, encouraged, and fully explored. Additionally, must have strong administrative and interpersonal skills, technology proficiency, and strong communication skills. Attend City Commission Meetings.

RESPONSIBILITIES

- Supervision:** Supervises Senior/Community Center department, staff, volunteers, clients, and programs. Hires and disciplines.
- Public Contact:** General contacts with public, administration, clients, government entities, nonprofits and governing body relations and representing the city in a public realm.
- Budget:** Primary responsibility to prepare and administer a budget for department.
- Other:** Attends training sessions, as budget allows. Implements new policies and provides staff and volunteers with training as needed. Explains work performance requirements to employees and conducts periodic evaluations of employee's performance. Provides additional instruction as needed and/or recommends other appropriate action. Recommends or takes disciplinary action as needed.

GENERAL INFORMATION

The duties/responsibilities listed 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.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

Education: Associates degree required or Master preferred in Recreation, Gerontology, Adult Education or closely related field, plus one year of experience in the management of programs and activities in a senior adult and/or recreation setting.

Experience: One year of progressively responsible related experience including One year supervisory experience.

Knowledge: Proficient in the use of word processing /spreadsheets. Knowledge of additional software helpful.

Certificates/Licenses: Manager Food Handlers Certification within 12mos. of hire.
CPR/First/Aide/AED/Defensive Driving

Recertification: Every two years

Use of Tools and/or Equipment: Office equipment including, but not limited to, computer, printers fax machine, copy machine, telephone and calculator.

WORK ENVIRONMENT

Physical Demands: Effort is minimal and is exerted only for short, intermitted periods. Effort involves light lifting (30 lbs.) of tools, objects, and working materials. May involve light pushing, pulling, reaching, bending.

Hazards: Minimum hazardous working conditions. Minor threat to health and/or safety.

Exposures: Generally adequate working conditions with minimum environmental conditions to assure comfort. Traveling in an automobile may be a regular part of the job.