

JOB POSTING
TOWN OF PRINCETON
COUNCIL ON AGING DIRECTOR

The Town of Princeton is looking for qualified individuals for the part-time position of **Council on Aging Director**. This position has an hourly rate range between \$20.11 to \$26.53 per hour, DOQ. Minimum qualifications are: Bachelor's Degree in health or social services, social work, gerontology or related field and 5 years of related experience is highly desirable; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job; good driving record and successful CORI and SORI checks are required as a condition of employment. A complete job description and application are available online at www.town.princeton.ma.us. Please submit cover letter, resume, and application, to the Town Administrator via email to townadministrator@town.princeton.ma.us by Thursday, June 28, 2018.

Position Title:	Council on Aging Director	Grade Level:	Level G
Department	Council on Aging	Date:	June 2018
Reports to:	Town Administrator	FLSA Status	

DEFINITION

Responsible for the coordination, planning and organization of the council on aging and the senior center and the provision of services in accordance with the policies and procedures as adopted by the board of selectmen.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Plans organizes and manages council on aging services, operations.
- Prepares applications for federal and state grant programs, and follows through in pursuing additional monies to support current programs or to expand in other areas.
- Maintains a direct link with service providers, keeping up to date with all services available to seniors.
- Conducts periodic outreach to the senior community in order to assist in the development of department programs and services
- Provides assistance to senior citizens by counseling and making determinations as to community and regional resources available to resolve specific problems, including community education programs, also consults and advises senior client family members.
- Develops, promotes, implements a diverse range of service programs that address the ever changing needs of populations served. Plans, organizes and implements a continuing program of activities for senior citizens.
- Supervises any staff or volunteers at the Senior Center and Council on Aging building.
- Perform home visits as necessary.
- Performs all necessary administrative work, prepares budget
- Directs public relations to promote and publicize COA services and programs in the community.
- Oversees website and social media page postings.
- Prepare and maintain the departmental budget. Prepares bills to be paid, monitors accounts.
- Perform wellness checks.
- Applies for and manages grants.
- Coordinates with appropriate individuals to maintain the physical buildings.
- Performs a variety of related duties.

SUPERVISION RECEIVED

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes

direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary to resolve conflict that cannot be addressed at the department level.

SUPERVISION EXERCISED

The manager is accountable for the direction and success of programs. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments.

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, the public and with groups and/or individuals who have may have diverse points of view or differences. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

CONFIDENTIALITY

Employee has regular access at the departmental level to a variety of sensitive and confidential information.

EDUCATION AND EXPERIENCE

A Bachelors in health or social services, social work, gerontology or related field and 5 years of related experience is highly desirable; or any equivalent combination of education and experience. Experience with senior populations and programming required.

KNOWLEDGE, ABILITY, AND SKILLS

Must have exceptional communication skills, particularly with seniors.

Must have excellent communication and customer service skills; computer and database skills; must have organizational skills. Must have budgeting skills.

Must have the ability to maintain accurate, detailed records; to deal tactfully with other departments, staff and the public and to perform detailed work despite frequent interruptions; must have the ability to maintain effective working relationships.

WORK ENVIRONMENT

The work environment is typical of a council on aging setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of walking, and standing. May be required to lift objects such as files, boxes of papers, program materials, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.