

**DIRECTOR
OFFICE OF SENIOR CITIZEN SERVICES**

GENERAL STATEMENT OF DUTIES: Designs, implements, and administers programs and initiatives responsive to the goals of improving the health, safety, and quality of life for seniors in Genesee County. Appointed by and works in conjunction with the Senior Citizen Services Advisory Committee (the Advisory Committee).

STATEMENT OF TASKS:

Establishes policies for the administration of senior citizen programs;
Develops annual Senior Citizens Plan (the Proposed Plan) in consultation with the Advisory Committee;
Ensures incorporation of goals set forth in the State Plan concerning senior services;
Identifies priorities within each service area in consideration of, among other things, those priorities determined by the Senior Citizens Millage Committee (the Millage Committee);
Prepares and presents to the County Board of Commissioners the annual Senior Citizens Services Plan (the Plan);
In designing the Plan and otherwise, assigns both dollar allocation for each goal area as well as locations for service delivery;
Administers revenues and oversight of expenditures;
In conjunction with the County Board, determines the allocation of revenues utilized in support of services provided by other Genesee County departments (for example, GCCARD and Health Department), as well as by non-County governmental service organizations and private entities;
Coordinates, as applicable, the selection of non-County governmental and private organizations for service delivery, including working with Purchasing and other departments in the design and implementation of requests for proposal (RFPs);
Establishes and supervises accounting procedures and processes to detail both the allocation of funds and office expenditures;
Completes regular accounting statements and reports;
Supervises subordinate staff.

Note: the statement of tasks above is intended to be sufficient to identify the job class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.


REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive and detailed knowledge of the economic and social needs of seniors;
Thorough understanding of the various programs and processes responsive to the needs of senior citizens;
Ability to analyze proposals of governmental and non-governmental entities to supply program services;
Ability to persuade and secure the cooperation of various civic groups and leaders;
Ability to present concepts and ideas in an accurate and readily understandable manner, orally and in writing;
Skill in supervising others;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Masters degree in Social Work, Public or Business Administration, or closely related field and at least four (4) years work experience in the administration of senior service or related social service programs; or relevant Bachelors degree and at least six (6) years of such experience. Proposal/grant writing and review experience and supervisory experience preferred.

Established: 12/29/06


Human Resources Director