

Senior Services Administrator

GENERAL STATEMENT OF DUTIES:

This individual will be the Administrator-Director of the Senior Services Office in charge of the administration of the Genesee County senior millage. The individual will perform research, analyze data, prepare written documents, review proposals and programs designs, and implement plan with the goal of improving the health, safety, and quality of life for seniors in Genesee County. S/he will provide guidance and leadership for other members of the professional, clerical and technical staff. S/he will work in conjunction with the Senior Citizen Services Advisory Committee and will be appointed by, and report directly to, the Genesee County Board of Commissioners.

STATEMENT OF TASKS

Assigns and coordinates technical work assignments with staff and others;
Supervises and reviews assignment progress and output of each staff;
Supervises and trains subordinate professionals in the proper techniques for the completion of assigned projects;
Develops and outlines procedural guidelines;
Prepares official progress reports as required;
Develops programs;
Drafts work programs and associated budgets;
Coordinates the development of the annual plan and presentation to the Advisory committee and the County Board of Commissioners;
Coordinates the development of the Request for Proposals for the delivery of services.

The statement of tasks above is intended to be sufficient to identify the 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 present concepts and ideas in an accurate and readily understandable manner both orally and in writing;
Comprehensive and detailed knowledge of analytical methods to determine needs, costs and benefits of social service programs, and establishing benchmarks for meeting needs of seniors;
Ability to persuade and secure the cooperation of non-profit groups, for profits entities; and leaders;
Ability to utilize computers and related software;
Knowledge of Federal, State and Locally funded programs.
Ability to develop and maintain positive working relationships with other department heads, elected officials and members of other municipalities;

Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Masters degree in Gerontology, Social Work, Public Administration, Business Administration, or Nursing, and at least four (4) years work experience in the administration of senior service or related social service programs;

-OR-

A relevant Bachelor's degree and at least six (6) years of work experience in the administration of senior service or related social service programs.

Established: June 25, 2010



Human Resources Director