

SENIOR SERVICES SPECIALIST

General Statement of Duties: Performs assignments including reimbursement billing, contract interpreting, data entry, developing spreadsheets, databases, newsletters, clerical duties as assigned and preparing written documents in clear and precise language. Maintains an understanding of federal, state and local programs and reporting requirements as it pertains to the Genesee County Senior Services Millage. Activities are performed under the supervision of the Senior Services Administrator.

Statement of Tasks:

Maintains information systems by collecting and compiling data generated by annual contracts and reimbursement billing;

Prepares written reports as necessary;

Attends meetings and site visits to assure quality compliance and contract compliance;

Assists in the data collection for the annual plan under the guidance of the Senior Services Administrator;

Assists in 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:

Knowledge of basic research techniques and reference sources;

Ability to interpret and follow complex oral and written directions;

Ability to communicate effectively both orally and in writing;

Ability to attend work regularly and work under stressful conditions;

Ability to utilize computers and related software;

Ability to understand federal, state and local laws, regulations, ordinances and policies.

Minimum Qualifications:

Bachelor's degree and one (1) year of accounting or budgeting experience;

OR

Sixty (60) semester hours of college AND two (2) years of accounting/finance experience AND experience in program development or working in a senior citizens program.


Human Resources Director

Established: June 2010

Revised: January 26, 2011