



Job Title:	<b>Senior Center Supervisor (Cuba)</b>	Job Requisition #:	<b>2k16-05-17</b>
Department:	<b>Community Services</b>	Status:	<b>Classified</b>
Revised Date:	<b>06/05/2015</b>	Job Code:	<b>6510</b>
Union Code:	<b>Non-represented</b>	Handles Confidential Info:	<b>Yes</b>
First day to apply:	<b>05-16-2016</b>	FLSA	<b>E</b>
Last day to apply:	<b>Open Until Filled</b>	Entry Wage:	<b>\$13.9046/hourly</b>
		Work Schedule:	<b>M-F 8 a.m. to 5 p.m.</b>

**GENERAL PURPOSE:** Under general direction, plans, organizes and coordinates the daily operations, functions, and activities of assigned Sandoval County Senior Center meeting established rules, regulations, and laws governing the operation; makes necessary contact with clients for information and assistance based on individual needs in accordance with program guidelines; ensures required criteria, funding documents, timelines, fiscal inventory and financial responsibilities; conducts assessments on clients for congregate and homebound services; and files all documentation; tracks and maintains files, various logs, and client rosters; tracks and monitors receipts of daily donations; schedules trips, activities, and outreach; performs office administrative functions such as answering calls and e-mails, tracks vehicle maintenance; transports clients when required and ensures the well-being of senior clients in the community; and serves clients nutritional meals

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- Associates Degree in Gerontology, Social Work, Community Services, Business/Public Administration, or related field and three years of experience in program supervision within a community service or health and human service program area that includes responsibility for planning and coordinating the day-to-day operations and functions of the assigned program, budget/fiscal administration and monitoring, and public relations/community outreach and one year of staff supervisory responsibility; preferably in senior/elderly service programs; OR an equivalent combination of education and experience.

**Required Licenses or Certifications:**

- Valid New Mexico Driver's License.

**SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the Executive Administrator of Senior Programs and exercises supervision over lower level staff.

**ESSENTIAL JOB FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, directs, coordinates, and reviews the work of assigned staff; assigns tasks and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains and motivates staff; coordinates and/or provides staff training; and manages employee relations; manages the workflow and prioritization of projects and measures the performance of the assigned unit/area and all related staff and takes appropriate corrective action when necessary; provides general advice and counsel to staff; develops or assists with developmental work plans for

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### **Senior Center Supervisor**

staff; assists with implementation and recommendation of corrective actions, discipline and termination procedures as appropriate/necessary.

- Plans, manages, and administers the proper, efficient and required operation of assigned Senior Center ensuring established rules, regulations and laws governing it's operation are met.
- Works with Executive Administrator and Director of Finance to ensure required criteria, funding documents, timelines, fiscal inventory and financial responsibilities are met.
- Makes necessary contact with senior citizens for information and assistance based on individual needs in accordance to program guidelines; conducts assessments of all clients; ensures all client files and assessments are completed and up to date for all clients receiving services; conducts re-assessments annually for congregate and every six months for home delivered clients, or as needed on an individual client basis and makes adjustments and changes to client services as required/necessary.
- Ensures that home delivered meals are delivered at proper temperature and on schedule in the route process according to area; follows up on cancellations received by phone and determines the proper amount of food delivered to client's home; provides training to all drivers who deliver meals; and delivers meals when necessary.
- Collects and reconciles donations received by clients at the end of each lunch period and submits in receipt form to the Sandoval County Treasurer.
- Assists support staff in the development and configuration of the monthly newsletter, scheduling, trips, activities, outreach, and all information pertaining to Center's programs; responds to telephone calls and performs various office clerical work such as typing letters and memos, compiling spreadsheets, filling out forms, and preparing various reports associated with the Center's functions and activities.
- Completes a variety of paperwork; tracks and maintains files; maintains client rosters, assessment, and transportation, maintenance, and facilities logs; and maintains both hard copy and electronic files of all required documentation and forms.
- Ensures proper maintenance of vehicles, fueling and preventive maintenance; tracks and records all vehicle activity on logs; reports any damage to vehicles and scheduling of maintenance for vehicles; and tracks and maintains maintenance records for each vehicle.
- Tracks and logs food orders, inventory and portion control information; receives food deliveries and ensures adequate product control; oversees and manages food preparation and serving of meals at the Center; counts and tracks meals needed for home delivery and stocks vehicles for delivery; oversees and supervises the building maintenance activities, ensuring the cleanliness of the building and facilities.
- Oversees the transportation of clients to and from home, shopping trips, doctor's appointments, and to congregate sites as well as outside senior programs and activities; performs home bound meal delivery and transports clients when necessary.

#### **Required Knowledge of:**

- Operational characteristics, services, and activities of a Senior Center and associated programs.
- The Older Americans Act, gerontology, program development and intergenerational programming.
- Social services, senior benefits, and client relations.
- Recreation philosophy, planning, and administration.
- Equipment, facilities, operations, and techniques used in a community senior center programs.
- Health regulations and dietary regulations for food service and preparation, including medical information, nutrition, and hygiene.
- Facility operations including safety regulations and violations, emergency procedures, daily maintenance, applicable laws and codes, etc.
- Techniques of program development and evaluation and financial reporting.
- Community resources and programs both public and private.
- Federal, state, and local laws and regulations related grant procurement and program administration.
- Effective communication principles and practices including oral and written communication; to include public relations and public speaking.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- Principles and practices of governmental budget preparation and administration.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Principles of supervision, training, and performance evaluation.

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**Required Skill in:**

- Administering and supervising assigned senior services programs in a public-sector setting.
- Developing, coordinating, and directing varied program activities involved in a community senior center.
- Maintaining records, both manually and by automated methods and preparing accurate reports, correspondence, and memoranda.
- Interpreting and implementing rules, regulations, policies and procedures related to senior services programs.
- Assessing program achievements and deficiencies and developing solutions to address problems.
- Evaluating processes and procedures for improvement and cost-effectiveness.
- Applying project and program management techniques and principles.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Principles and practices of governmental budget preparation and administration.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Supervising, leading, and delegating tasks and authority.

**Physical Demands / Work Environment:**

- Work is performed in a standard office environment located within a Senior Center facility.
- Occasionally is required to lift or carry items weighing up to 50 pounds; and occasionally may be exposed to large and working machinery, potential physical harm, and hazardous chemicals when preparing large quantities of food using a variety of kitchen equipment and tools, when cleaning and maintaining the kitchen area and when delivering and/or transporting meals and senior clients.

I \_\_\_\_\_(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



HRD.26- 2015

**Sandoval County  
CERTIFICATION OF VETERAN'S STATUS**

**TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION**

*The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.*

*A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.*

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE: _____
I AM APPLYING FOR (Position Title): _____	

**PLEASE COMPLETE THE FOLLOWING:**

1. Have you ever served in the United States Military, National Guard or Reserve?  YES  NO
2. Did you receive an honorable discharge?  YES  NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training?  YES  NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

**Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date