

JOB POSTING

SENIOR CENTER DIRECTOR – ERIE COUNTY

Erie Metropolitan Housing Authority (EMHA) seeks a qualified Director for the Erie County Senior Center (ECSC). This position supervises the ECSC Staff including Volunteer Staff; Develops and implements programs for senior citizens that foster independent living; Directs the daily operations of the Senior Center; and Supervises the administration of the Center including the Nutrition Program. This position is responsible for Funding / Grant writing / Develop resources for staffing, programs, and initiatives that are responsive to community needs; Develop and maintain good public relations and work with area agencies. Applicants should have a Bachelor degree in an area of study related to business or public administration. Master degree preferred. 5 - 7 yrs. experience in family development; 3 - 5 yrs. supervisory experience; 1 - 3 yrs. experience with word processing, spreadsheet, internet, and database software. Must possess a Valid Ohio Vehicle operator's license, and be insurable under EMHA. This is a part-time (25 hrs. per wk) position; starting rate \$22.00 after probation. Pre-employment physical and drug screening required. Submit resume with cover letter to **ATTN: Executive Director; EMHA; 322 Warren Street; Sandusky, OH 44870 (mail), by fax to (419) 621-4254, or email to mbeier@eriemetrohousing.org**. Resumes will be accepted until **4:00 PM on Friday, February 12, 2021**. Visit www.eriemetrohousing.org for job posting/description. No phone calls. **EOE**

ERIE METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Director of Senior Center	Position Title:	Senior Center Director
LocDept./Div.:	Erie County Senior Center	Employment Status:	Part-Time (25 hrs./week)
Reports To:	Executive Director	FLSA Status:	Exempt-Executive
Probation:	180 days (New Hire)	Bargaining Unit:	Exempt

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under the supervision of the Executive Director, the Senior Center Director supervises the Erie County Senior Center Staff including Volunteer Staff. Develops and implements programs for senior citizens that foster independent living. Directs the daily operations of the Senior Center. Supervises the administration of the Center including the Nutrition Program.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. Acceptable qualifications for this position are:

Required Bachelor degree in an area of study related to business or public administration. Master degree preferred.

Five (5) to seven (7) years experience in family development; three (3) to five (5) years supervisory experience; one (1) to three (3) years experience with word processing, spreadsheet, internet, and database software.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Driver's License and insurability. Ability to attain program trainings and/or certification(s) pertaining to position.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Schedule, assign, and direct staff members within the framework and policies of Erie Metropolitan Housing Authority.
2. Funding / Grant writing / Develop resources for staffing, programs, and initiatives that are responsive to community needs.
3. Remain abreast of policy/guidance/legislative changes that may impact services and ensure appropriate implementation/adoption.
4. Maintain, monitor, and modify as necessary contracts/agreements, budgets, reports and files to ensure compliance with funding source and organization requirements.
5. Oversee department budgets; develop and communicate plans to address variances, strategic plan goals/strategies.
6. Ensure department is prepared in advance of all program reviews, monitoring visits, and audits.
7. Maintain a safe and positive work environment and a culture that promotes employee engagement.
8. Conduct monthly staff meetings and see that minutes of proceedings are kept.
9. Maintain a current evaluation of needs of senior citizens through consultation and liaison with appropriate agencies. Establish short and long term objectives from these needs and evaluate the program.

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10. Monitor the planning and coordination of Senior Center programs and activities along with volunteers. (Social programs, nutrition education, personal enrichment, etc.).
11. Maintain a file on all center participants for such things as friendly visitation, health screening, transportation, trips, information and referral.
12. Prepare Title III-B and III-C program reports.
13. Promote the development and effective training of staff including an orientation for new staff members.
14. Develop and maintain good public relations. Work with Serving Our Seniors to promote activities and services for 60 plus adults.
15. Conduct all aspects of employment of personnel in consultation with the Executive Director. Hiring, promotion, demotion, and separation require the approval of the Executive Director.
16. Maintain written evaluation of staff (evaluation to be done annually) and up-to-date personnel records.
17. Participate in continuous education within those areas related to the Director's responsibility and keep current with government programs and regulations concerning senior program.
18. Be responsible for coordination with the City of Sandusky for use of the building by groups other than senior citizens and assist in the establishment of rules, regulations, and fees for such use.
19. All other duties as assigned by the Executive Director relative to the Senior Center

KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties.

Knowledge of: Standard office practices, arithmetic principles, and office etiquette.

Skill in: Operation of personal computer; operation of office equipment; problem analysis, utilization of computer applications (e.g. spreadsheets, word processing); and written and oral communications.

Ability to: Collect, analyze, and interpret data; prepare and maintain accurate documentation; type at least forty-five (45) words per minute; lift fifty (50 lbs.) pounds; maintain confidentiality; write clearly and legibly; proofread materials for grammar and punctuation; manage multiple work assignments; follow verbal and/or written instructions; communicate effectively; develop and maintain effective working relationships with co-workers, supervisors, volunteers, senior clients, other professionals, and the general public; work independently without continuous supervision; understand Erie MHA rules, regulations, and operating procedures.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Personal computer and software, printer, scanner, copy machine, fax machine, calculator/adding machine, and other standard office equipment.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)