



Title: Acting Assistant Director
Department: Elder Services
Hours: Monday – Thursday 8:15 AM – 5:00 PM, Friday, 8:15 AM – 12:15 PM
Salary: \$25.24 -\$27.96 per hour plus benefits. This is a non- union position.

DEFINITION:

The City of Revere is seeking a caring, innovative, and dedicated individual to apply for the position of Assistant Director of Elder Affairs. This position will help to: manage the day-to-day operations; oversee the Council on Aging (COA)'s transportation program; supervise the Volunteer Coordinator and program; serve as IT liaison; work with MVES and monitor the food program; and work with the Director and COA Board on long-term goals to provide the best services to Revere's aging population. This is a temporary position that could become a permanent.

ESSENTIAL FUNCTIONS:

- In the absence of Director, assumes responsibility for day to day operations of the Department
- Provides scheduling and route planning support to transportation program
- Assists Director in overseeing daily operations for the Department in accordance with all applicable federal, state, and local regulations such as those pertaining to fire safety, sanitation, food handling, develops and implements training programs to ensure the same
- Assists in the research and completion of required reports to Executive Office of Elder Affairs and other public and private agencies with whom the Department conducts business
- Assists Volunteer Coordinator with recruitment, training, assignment, scheduling, tracking, and recognition programs
- Helps evaluate current programs and activities, makes changes and improvements as necessary
- May plan, perform and manage community outreach activities to ensure that the public is aware of COA activities and offerings
- Creates, implements, and manages departmental policies and procedures and ensures that staff and patrons adhere to them
- Oversees the Senior Tax Work Off Programs in collaboration with the Mayor's Office, the Assessor's Office, and the Finance Department
- Assists Director to ensure facility and equipment is safe, well maintained, meets minimum standards. Addresses emergencies and building opening and closings
- Helps resolve issues on transportation or in the center related to standards of behavior and independence
- Coordinates outside use of building space as well as collaboration with Recreation Department for both of our needs

- Helps coordinate, prepare an agenda, and attend monthly COA Board meetings
- Attends professional meetings for networking and collaboration
- Assists with the creation and maintenance of the departmental budget
- Retains accurate and current knowledge of available community resources and services
- Performs other related tasks and duties as required

SUPERVISION RECEIVED:

The incumbent works largely independently with minimal supervision. He/She is expected to seek direction from the Director of the Elder Services when dealing with complex issues and/or new assignments. The incumbent is expected to be able to resolve conflicts that arise and coordinate with others as necessary.

QUALIFICATIONS:

- Three to five (3-5) years of related experience; or any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job
- At least one year of supervisory experience required
- Must have experience with creating and/or managing a budget
- Bachelor’s degree in Social service, Human services Gerontology, or related field preferred
- Must pass a CORI check
- Proficiency with all Microsoft word and excel software. Ability to utilize COA designated software and additional computer software
- Must be able to maintain confidentiality and work with discretion
- Must have a passion to work with the elderly population
- Revere residency required
- Must be able to attain Serv Safe Certification and CPR/AED certification
- Ability to speak a second language preferred

KNOWLEDGE, ABILITY, and SKILLS

Knowledge

- Knowledge of best practices in the field of elder services
- Knowledge of community resources and the ability to successfully network with those services is required
- Knowledge of current and best practices and strategies for community outreach and engagement
- Knowledge of common business software such as the Microsoft Office suite of products

Abilities

- Ability to deal effectively, tactfully, firmly, and appropriately with the public
- Ability to communicate effectively both verbally and in writing
- Ability to work independently
- Ability to manage technology, both in-office and mobile devices

Skills

- Computer operation, automated data processing and software skills
- Creative thinking, listening and problem-solving skills
- Good social, interpersonal, listening, observation and communication skills

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. Daily interaction with the general public in-person, by phone and or email communications. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work may occasionally involve dealing with difficult people in high pressure and/or conflict situations. Some work may also be required in the field. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Monday, November 30, 2020 at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.