



Job Title: Director of Elder Services

Department: Elder Services

Hours: Monday – Thursday, 8:15am – 5:00pm, Friday, 8:15am – 12:15pm

Salary: \$76,704 annual salary plus benefits. This is a union position.

DEFINITION:

The Director of Elder Services is responsible for providing programs, activities and assistance to the City's elderly population. The incumbent directs all activities and programs at the Senior Center and provides insight and guidance to the Mayor regarding the issues and concerns of the City's senior population. The Director of Elder Services also prepares the annual budget and manages grant programs.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Provides daily supervision and oversight to office staff and scheduling of daily tasks.
- Recruits, schedules and manages a volunteer workforce.
- Submits applications for and manages grant programs for the Elder Services Office.
- Plans, facilitates and directs daily and special programs for the Senior Center.
- Organizes, manages and participates in special programs or events at the Senior Center.
- Evaluates current programs and activities, makes changes and improvements as necessary.
- Works with the Council on Elder Affairs to identify needs or senior citizens and develops and implements programs to fulfil them.
- Works collaboratively with constituents and other departments within the City.
- Creates a monthly food menu.
- Responsible for ordering and inventory of food, beverages and other supplies.
- Prepares and manages the annual budget for Elder Services.
- Oversees the shuttle program by setting daily schedules and supervising shuttle drivers.
- Creates and distributes monthly newsletter to promote interest and inform constituents of Senior Center programs and activities.
- Develops partnerships with local businesses and other community groups.
- Represents the City at business meetings and community events.
- Prepares financial and statistical reports as needed.
- Performs other related duties as required.

SUPERVISION RECEIVED:

The incumbent works largely independently and receives general instruction and guidance from the Mayor. This person should seek clarification for only the most complex or non-routine tasks.

QUALIFICATIONS:

- Revere residency strongly preferred.
- Minimum of five (5) years of related experience ideally within a municipality; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Minimum of three (3) years of supervisory experience required preferably within a municipal environment.
- Bachelor's degree preferred.
- Ability to speak Spanish preferred.

KNOWLEDGE, ABILITY, AND SKILLS:**Knowledge:**

- Knowledge of mediation and conflict resolution techniques.
- Knowledge of applicable Massachusetts and Federal laws regarding the protection and welfare of senior citizens.

Abilities:

- Ability to deal effectively, tactfully, firmly, and appropriately with the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow and provide written and oral directions and instructions.
- Ability to process accurate data entry records.
- Ability to formulate excel spreadsheets in order to analyze data.
- Ability to multi task in a fast paced environment.

Skills:

- Skilled in using automated systems and the Microsoft Office suite of products especially Excel.
- Creative thinking, listening and problem solving 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 as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work frequently involves dealing with difficult people in high pressure and/or conflict situations. 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, February 17, 2020 at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.