



City of Ansonia

253 Main Street
Ansonia, CT 06401

November 18, 2022

TO: Recruitment Sources

FROM: John P. Marini
Corporation Counsel

SUBJECT: EMPLOYMENT OPPORTUNITIES

PLEASE POST

THE CITY OF ANSONIA
ANNOUNCES EMPLOYMENT OPPORTUNITIES

ANSONIA SENIOR CENTER

DIRECTOR

SALARY RANGE A3 IN ACCORDANCE WITH UNION CONTRACT

TO BE CONSIDERED, APPLICATIONS MUST BE FILLED BY:

NOON FRIDAY, DECEMBER 2ND, 2022

APPLICATIONS AVAILABLE BY

CONTACTING:

Cristina Molina
City Hall
253 Main Street
Ansonia, CT 06401
cmolina@ansoniac.org

SPECIAL INSTRUCTIONS: To request an application and job description by mail, please send a self-addressed stamped envelope.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F/H/V

PLEASE REMOVE: Friday, December 2nd, 2022

POSITION DESCRIPTION

CLASS/ TITLE: DIRECTOR, SENIOR CENTER
DATE: 09/18/97
DEPARTMENT: SENIOR CENTER
SALARY RANGE: A3

REVISION DATE: 9/30/2022

GENERAL PURPOSE

Plan, organize and coordinate community services for senior adults, including recreational, educational, health and well-being services, and special interest classes and programs. Responsible for the management and direction of the Ansonia Doyle Senior Center and the services provided to senior citizens. Work involves responsibility for providing a variety of support and social services to senior residents through a Senior Center and other programs. Duties include planning, developing and supervising a comprehensive program of activities of the Ansonia Doyle Senior Center.

SUPERVISION RECEIVED: Works under the general supervision of the Mayor or designee. The Director works with and reports to the Ansonia Elderly Commission on regular basis.

SUPERVISION EXERCISED: Directs the staff assigns work to staff to assure functional operation of the Senior Center.

DUTIES AND RESPONSIBILITIES

- Coordinate all programs and services offered within the Senior Center, i.e. meals, daily activities, trips, clinics etc.
- Plans, organizes and directs, the Senior Citizens Center's recreational and social activities utilizing staff and volunteers as appropriate.
- Prepares reports as requested by the Commission for Elderly Services ("Commission"). Evaluates findings to formulate policies and techniques for improving adjustment of older citizens. Attends monthly and special meetings of the Commission.
- Evaluates existing programs and services to assure they are effective in meeting the needs of the senior citizens population.
- Prepares and distributes public information materials dealing with group problems.
- Delivers speeches and participates in discussions with community leaders and other interested parties to promote objectives of program.
- Recommends changes in legislation and public policy to promote interests of aged.
- Develops Senior Center budget and capital budget requests along with the Elderly Service Commission. Controls expenditures within fund allocations and recommends fund transfers.
- Coordinates, reviews, and approves all marketing communications from the Senior Center, i.e. newsletter, brochures, and flyers. Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers and related communications regarding senior adult programs
- Plan, develop and implement new programs and work with grant writer to seek out funding through grant applications for the benefit of senior citizens
- Coordinate, with Public Works Department, building operations including maintenance and repair.

- Responsible for interviewing and training employees and volunteers; planning, assigning, and directing work; appraising performance, disciplining employees, address complaints and resolve problems.
- Must be able to write reports and business correspondences
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Directly supervises employees of the senior Center and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Oversees a transportation program for those senior citizens who may require transportation to grocery stores or special events.
- Schedules and evaluates daily program activities such as counseling workshops and income tax assistance and energy assistance.
- Performs all other duties as assigned by Mayor or his/her designee.

PERIPHERAL DUTIES

- Familiarity with special and specific needs of seniors.
- Keep abreast of the changing needs of the elderly in the community and explore ways to meet those needs.
- Performs a variety of miscellaneous duties; such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, making arrangements for use of the Doyle Senior Center, helping set up tables and chairs for classes and events.
- Must be able to effectively present information and respond to questions from seniors and the general public.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from a recognized college or university in social science or a related field, plus five (5) years of progressively responsible social services administration experience, including at least two (2) years in a supervisory capacity, or an equivalent of at least five (5) years serving as director of a Senior Center.

Must be willing to become CPR and AED certified and agree to maintain such certification.

Must hold or be willing to obtain a Kitchen Safety Certificate.

Flexibility necessary with occasional weekend or evening events.

Must possess knowledge of the principles and practices of social service programs for senior citizens.

Must have knowledge of community resources and organizations so that referral of senior citizens can be made.

Must be able to communicate orally and in writing and to lead others in work groups of varied sizes and purposes.

Must be able to administer the activities of a municipal senior citizen services department and to supervise the work of others.

Must have knowledge of computer programs necessary to efficiently operate the Senior Center.

Must have the ability to establish and maintain effective working relationships with city officials, superiors, associates, subordinates, contractors, officials of other agencies and the general public.

TOOLS AND EQUIPMENT USED

Operates office equipment as calculators, computers and copiers to be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hand or arms. The employee is occasionally required to walk.

The employee must occasionally lift and or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderately quiet.

SELECTION CRITERION

Formal application, rating of education and experience; oral interview and reference check; oral job related tests may be required. The duties listed above are intended only as an illustration of the various types 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 a logical assignment to the position

SALARY AND BENEFITS

Health insurance, vacation, sick leave and other benefits according to the City of Ansonia personnel policies and employees' union contract. Annual Salary.

AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER -M/ F /V/H
