

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

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| JOB TITLE: | |
| ASSISTANT COUNCIL ON AGING DIRECTOR | |
| DEPARTMENT NAME: | |
| COUNCIL ON AGING | |
| FLSA STATUS: | EMPLOYEE TYPE: (see General By-Laws Personnel Administration Plan for definitions) |
| Exempt: <input checked="" type="checkbox"/> <u> x </u> | Salaried <input checked="" type="checkbox"/> <u> x </u> |
| Non-Exempt: <input type="checkbox"/> <u> </u> | Regular Part-Time <input type="checkbox"/> <u> </u> |
| Hours worked per week <u> </u> 35 <u> </u> | Regular Full-Time <input type="checkbox"/> <u> </u> |
| | Supplemental Part-Time <input type="checkbox"/> <u> </u> |
| | Casual Part-Time <input type="checkbox"/> <u> </u> |
| | Temporary <input type="checkbox"/> <u> </u> |
| REPORTS DIRECTLY TO (INDICATE JOB TITLE): | |
| COA Director | |
| <p>The Assistant Director operates under the guidance of the COA Director within the policies of the COA, and within the laws of the Town, Massachusetts General Laws, and Federal Laws. In the Director's absence, the Assistant Director will assume management and supervisory responsibilities for the Department within guidelines set forth by the Director and in cooperation with the COA Chair</p> | |
| I. JOB SUMMARY - Briefly describe the primary function of this job. | |
| <p>Assist the COA Director in accomplishing the COA's mission by undertaking a wide range of administrative tasks and responsibilities. Provide administrative support to the COA Director in office management, program development and supervision, special event planning, volunteer recruitment, community outreach and computer software, database applications, grants management, and other related matters as directed.</p> | |
| II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary. | |
| <ol style="list-style-type: none">1. Plan and coordinate all programs and activities of the COA, including weekly Senior Café and Garden Parties, handle publicity, enrollment, liaison with site and instructors, transportation, recordkeeping, and financial analysis.2. Provide outreach to Sherborn's older adults on an as needed basis. Help distribute Resource Directory to residents as they move in. Help prepare welcome packets for COA for those coming in to the office for making home visits.3. Maintain a current database through MySeniorCenter and oversee all MSC functions. Develop MSC as an effective means of communicating with seniors.4. Update COA website as needed to keep information current and visually appealing.5. Maintain a master program schedule to insure a coordinated approach to programming and, when feasible, a uniform number of activities throughout the year.6. Assist the COA Director to oversee the volunteer program and recruit, train and schedule volunteers.7. Assess interest in trips/programs, develop trips/programs, encourage participation, coordinate with Trip Committee, other COAs, and town. Maintain trip/program attendance and waiver information; monitor trip/program costs, revenue, and utilization.8. Manage and expand the Lifetime Learning Program. Research course opportunities, identify teaching staff, publicize and market courses, manage registration and scholarships, pay faculty stipends, assess and evaluate courses. Also coordinate site scheduling, room set up, a/v needs, and other specific class needs. | |

9. Maintain a COA equipment log, including asset numbers for all equipment (i.e. i-pads; laptops, cameras, etc.). Maintain records of contracts and records of purchase, funding sources, warranties, equipment assignments, primary purpose, replacement schedule, and disposition.
10. Undertake other duties/projects as assigned or approved by the COA Director; and in the Director's absence, assume administrative, managerial, and supervisory responsibilities within guidelines set forth by the Director and in cooperation with the COA Chair.
11. 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.

III. EDUCATION, TRAINING & EXPERIENCE - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

The minimum level of education for this position is a related Bachelor's degree, with at least three years' experience working with senior populations preferred. Understanding of the senior population is necessary to assess interests and plan appropriate programs and trips for seniors. Must have demonstrated proficiency in finances and budget controls to support the department and properly plan trips/events.

Strong competency in Microsoft Office applications and MySeniorCenter. Working knowledge of municipal organizations, including taxpayers, boards and committees, and Town departments.

Must be able to communicate effectively electronically, verbally and in writing. Ability to maintain confidentiality and exercise discretion. Also, must be able to handle and prioritize multiple tasks and meet all deadlines. A high level of attention to detail is required.

IV. COMMUNICATIONS & CONTACTS - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

| <u>Contact</u> | <u>Purpose</u> | <u>Frequency</u> |
|------------------|---|------------------|
| COA Director | Programs, Master Plan, Trip Info | Daily/Weekly |
| COA Board | Enrollments and Financials | Monthly |
| Area Facilities | Provide reports & Analysis as needed | As Needed |
| Woodhaven | Program Space | As Needed |
| Local Area COA's | Program Space/Senior Contact | As Needed |
| Tour Companies | Networking/Collaborating Programs & Trips | As Needed |
| Cultural Centers | Trips and Program Planning | As Needed |

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - Describe the function(s) over which this job has direct accountability and authority.

This position is both Technical and Professional with primary administrative duties, under the direction of the Coa Director May assume managerial and supervisory duties for the Department as assigned or in the Director's absence.

VI. WORK ENVIRONMENT: Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

Work is performed under typical office conditions with occasional interruptions. Workload is relatively stable, but is subject to monthly, quarterly, and annual fluctuations. The position requires daily interactions with town staff, residents and the COA Board.

VII. REPORTING RELATIONS - Attach and organizational chart if possible indicating where this job fits in the department's operations.

Reports to the COA Director

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

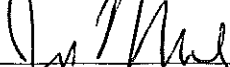
DATE:

~~XXXXXXXXXX~~ Susan R Keliker

9/29/23

TOWN ADMINISTRATOR


DATE:



9/29/23

PERSONNEL BOARD

DATE:

 Mike Rella

9-18-23

COMMENTS:

Approved by Personnel 06-12-2023