

DIRECTOR OF SENIOR SERVICES(Greenburgh)

GENERAL STATEMENT OF DUTIES: Administers, coordinates, and oversees the various components of the senior citizen programs provided by the Greenburgh Department of Parks and Recreation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Parks and Recreation, administers and directs the three components of the department's senior citizen programs: Nutrition, Transportation, and the Steinberg Center (the senior citizen center). This is an important administrative position responsible for the organization, coordination and functioning of the federally funded nutrition program for the elderly. This includes, but is not limited to, preparing grant applications, providing transportation for those in need, ordering, preparing, delivering and serving nutritionally balanced meals at the nutrition centers and to the homebound elderly. Supervision is exercised over Nutrition Managers, supervisors, volunteers, drivers and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops, implements and monitors agency programs and goals;

Administers and coordinates the activities and programs for the Town of Greenburgh's Nutrition Program;

Maintains daily contact at nutrition sites with Nutrition Site Managers; visits nutrition sites and coordinates implementation of all programs;

Supervises the receipt, checking and storage of food supplies;

Prepares the department operating budget; submits grant funding applications to the state, federal and county governments;

Prepares reports, communications and data summaries for the Office for the Aging officials;

Administers the Steinberg Senior Center; has accountability for staff, budget, public relations and promotion of programs that address the social, physical and emotional needs of the elderly;

Determines the need for supportive services including outreach, transportation, information and referrals for the senior population as necessary;

Oversees the operation of the Senior Transportation Program ensuring the accessibility of programs and services to the seniors;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Manages the operation of the base radio station for the department; (a communication system with the capability of maintaining daily contact with homebound seniors and/or drivers in the field);

Acts as advocate for the senior population in public policy issues; makes presentations at various community meetings, functions and facilities regarding problems and concerns of the aged;

Keeps continuous and up-to-date reference file of community resources available to the senior citizens;

Acts as system manager of the department phone system; assists office staff with hardware and software questions and problems.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of quantity food preparation and service techniques, particularly related to the elderly; thorough knowledge of eating habits, nutritional needs and food interests of the elderly; good knowledge of local, State and Federal rules, regulations, ordinances and laws regarding the aged; good knowledge of health and social care systems, community agencies and organizations that provide services to the aged; ability to organize, plan and supervise the work of others; ability to establish and maintain effective working relationships; ability to relate to the problems of senior citizens; ability to communicate effectively both verbally and in writing; tact; resourcefulness; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree and four (4) years of professional experience in the planning, development, and/or administration of programs or services for the elderly, two (2) of which must have included managerial experience in food service work (e.g. restaurant, hospital, day care center, nursing home); or (b) an Associate's Degree and six (6) years of experience as stated in (a) including two years of managerial food service experience; or (c) eight (8) years of experience as stated in (a) including two (2) years of managerial food service experience; or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: A Master's Degree in the field of Sociology, Gerontology, Human Services, Parks, Recreation, Leisure Studies or an MSW, may be substituted on a month for month basis for up to one year of the required general experience.

SPECIAL REQUIREMENT: Possession of a valid New York State Drivers License at time of appointment.