

COUNCIL ON AGING DIRECTOR

The Town of Mashpee seeks candidates for the position of Council on Aging Director. This is a full time position, 40 hours/week, Monday through Friday, 8:30am – 4:30pm; \$70,740.80 – \$77,251.20/year to commensurate with experience. Comprehensive benefits package includes Town contribution of 75% towards the cost of health insurance, defined benefit pension program, generous vacation package, life/dental/vision plan options, as well as deferred compensation plans. Further information can be found on the Human Resources Department Employee Benefits webpage at mashpeema.gov.

This position performs professional, administrative, and supervisory work in developing and implementing the programs of the Council on Aging. Performs varied and responsible professional duties requiring substantial initiative and judgment in designing service programs, managing departmental finances, supervising employees, and in dealing with the needs of Mashpee older adults. The Council on Aging Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Administers, directs and coordinates all the activities of the Mashpee Council on Aging to ensure the development of plans, policies and procedures necessary for the establishment and maintenance of services for the elderly; ensures that programs and services run in accordance with town policy, legal boundaries, and any contract funding service regulations.

Bachelor's degree, preferably with a concentration in gerontology or social service, and three years of related experience, two of which have been in a supervisory capacity; additional education or experience in public administration preferred; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job. Massachusetts Councils on Aging certification preferred. General knowledge of the federal and state services and local resources available to the elderly. Compassion for the elderly. Must be able to work pleasantly, efficiently, and well with the public and other employees. Ability to use initiative, persuasion, tact and judgement in dealing with municipal, state, and federal officials, the elderly, service providers, and the general public. Ability to prepare and manage budgets and finances. Valid MA driver's license (class D) required. Must successfully pass a comprehensive background check.

Interested candidates must submit a fully completed original Town of Mashpee employment application (available on the HR Dept. Employment Opportunities webpage at mashpeema.gov), resume and cover letter to Human Resources Director Kimberly Landry, Mashpee Town Hall, 16 Great Neck Road North, Mashpee, MA 02649. The original application must be received by no later than **4:30pm on Thursday, February 3, 2022**.

The Town of Mashpee is an EEO/AA Employer
Applications from Women and Minorities are Encouraged

Posted: January 19, 2022

COUNCIL ON AGING DIRECTOR – JOB DESCRIPTION
COUNCIL ON AGING
TOWN OF MASHPEE, MASSACHUSETTS

SUMMARY

Professional, administrative, and supervisory work in developing and implementing the programs of the Council on Aging; all other related work as required. Performs varied and responsible professional duties requiring substantial initiative and judgment in designing service programs, managing departmental finances, supervising employees, and in dealing with the needs of the elderly. The Council on Aging Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

SUPERVISION

Supervision Received: Works under the administrative direction of the Town Manager, and in accordance with state and local regulations, following established rules, regulations, policies and procedures.

Supervision Given: Oversees and directs the operations of the Senior Center. Supervises assigned department employees and a large number of volunteers and instructors for senior programs and activities.

JOB ENVIRONMENT

Work is generally performed in a typical seasonally comfortable office environment with contemporary office systems, tools and equipment and in the field. Work environment is moderately noisy with frequent interruptions.

Operates computer, calculator, audio visual equipment, and standard office equipment; operates automobile.

Makes frequent contacts requiring perceptiveness and persuasion with the general public, seniors, health care providers, state, regional and local officials, community leaders and citizen groups serving seniors, other Town Departments, government and nonprofit agencies.

ESSENTIAL FUNCTIONS

[The essential functions or duties listed below are intended only as illustrations 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.]

1. Administers, directs and coordinates all the activities of the Mashpee Council on Aging to ensure the development of plans, policies and procedures necessary for the establishment and maintenance of services for the elderly; ensures that programs and services run in accordance with town policy, legal boundaries, and any contract funding service regulations.

2. Assigns duties and reviews work performance of all staff members engaged in the various operations of the Council on Aging; submits a monthly report to the Town Manager; prepares a monthly report for the advisory Council on Aging Board and meets with them on a regular basis; interprets and carries out department policy and develops policy; meets with other town departments to carry out projects on programs where there is mutual and shared responsibility.
3. Coordinates services with local and regional providers; maintains membership on local and regional boards providing senior services to keep informed of current practices, changes in service and new ideas.
4. Coordinates emergency/civil defense activity for the senior population, working with other Town Departments.
5. Handles all public relations for the Council on Aging; writes all press releases for all programs offered by the Council; coordinates multi-media presentations of information and referral of services for the Council; responsible for the production and editing of Department webpage, Constant Contact emails, Mashpee Enterprise column, and the Council on Aging newsletter.
6. Plans and organizes social, health, recreational and educational programs and events for the elderly in conjunction with the Activity Coordinator.
7. Prepares and submits grant applications to external funding sources including EOEI Formula Grant; administers grants received; requests funding from the Friends of the Mashpee Council on Aging.
8. Prepares annual budget; maintains financial records; reviews invoices; prepares payment requests for the Council on Aging; monitors spending.
9. Attends department head meetings; conducts staff meetings and training sessions on a regular basis.
10. Meets regularly with the Outreach Coordinator(s) to provide supervision and to ensure seniors, clients and caregivers receive information and referral services and assistance.
11. Oversees the Senior Center facility; ensures that the building is clean and safe; oversees any building improvements; responsible for building security; and works with the DPW in matters related to the building.
12. Conducts CORI checks on volunteers.
13. Administers Senior Property Tax Work Off Program in coordination with the Assessor's office, including publicity, resident applications and placement.
14. Maintains confidentiality of department records and information on a "need to know basis."
15. Performs similar or related duties as required or as the situation dictates.

ERRORS AND OMISSIONS

Errors or omissions, inadequate coordination, untimely work, inaccuracies, or actions and inactions beyond one's delegated scope of authority may result in technical flaws triggering assumed decisions, may produce extra work, may impose injurious financial loss or have other legal ramifications. Errors in judgment could result in hardship to the town's elderly population, mismanagement of personnel and finances, in lower levels of service to the community, and negative public relations for the department/Town.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Bachelor's degree, preferably with a concentration in gerontology or social service, and three years of related experience, two of which have been in a supervisory capacity; additional education or experience in public administration preferred; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job. Massachusetts Councils on Aging certification preferred.

Knowledge, Skills and Abilities:

Knowledge: General knowledge of the federal and state services and local resources available to the elderly. Knowledge of general office practices and procedures necessary. Working knowledge of teaching and instruction. Thorough knowledge of the principles and practices of social services and outreach management.

Skills: Strong organizational, written and oral communications skills. Skill in coordinating and implementing a variety of programs and activities. Compassion for the elderly. Must be able to work pleasantly, efficiently, and well with the public and other employees both in person and by telephone. Skill to motivate, train and supervise staff and volunteers. Must have computer literacy skills and a working knowledge of Microsoft Windows and office automation applications (e.g., word processing, spreadsheet, databases). M.U.N.I.S. preferred. Budgetary skills. Skill in operating a keyboard at an efficient speed. Must be capable of reporting to work punctually and dependable in attendance.

Abilities: Ability to use initiative, persuasion, tact and judgement in dealing with municipal, state, and federal officials, the elderly, service providers, and the general public. Ability to prepare and manage budgets and finances. Ability to train and supervise employees and volunteers effectively. Must have the ability to operate standard types of office equipment and perform routine office procedures. Must have the ability to use audio visual equipment, including smart TV and laptop.

Physical Requirements: Minimal physical effort required in performing duties under typical office conditions. The work is primarily of an intellectual nature but requires some physical capabilities. Frequently required to sit, talk or hear; stand and walk; bend, stoop, or kneel; use hands to finger or handle objects; reach with hands and arms. Must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision. Ability to operate a keyboard at an efficient speed, tablet or other handheld smart device, and calculator. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Special Requirements: Must be able to demonstrate, through references or otherwise, the ability to assign priorities to varied work demands, independently and effectively accomplish detailed work requirements, and provide high levels of courteous service. Must possess and maintain a valid Commonwealth of Massachusetts driver's license (Class D) to operate a motor vehicle. Must successfully be able to complete a comprehensive background investigation and criminal record check. Must be able to successfully pass a six-month probationary period. Must be able to provide proof of eligibility to work in the United States.

[This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.]

Adopted: October 7, 1996

Revised: July 1, 2004

Revised: January 13, 2022

Pages: (4) Four