

JOB DESCRIPTION
TOWN OF LAKEVILLE
COUNCIL ON AGING CLERK

GENERAL STATEMENT OF DUTIES: To provide administrative support to the Council on Aging Director. Must have a general knowledge of duties the Director performs to be able to assist, as well as, make decisions in the Director’s absence.

SUPERVISION RECEIVED: Works under the general direction of the Council on Aging Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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.

Provide administration support to the Council on Aging Director. Coordinate and perform a range of operation support activities for the Council on Aging Director and other related work as required.

Oversee the daily operations of the Senior Center in the absence of the Council on Aging Director.

Responsible for the dispatching, recording, and reporting of the GATRA Van Service.

Responsible for the scheduling of the GATRA Van, Meals on Wheels drivers, and Out of Town Medical drivers.

Responsible for maintaining and recording all activities involved with the Senior Center using the “My Senior Center” data base.

Update Press Releases and Cable notices.

Assist the Council on Aging Director in setting up for programs, lunches, events, including decorating and kitchen work, as well as, clean up.

Attend training/seminars as needed.

Fill in for Meals on Wheels Drivers and or Van Drivers in the event of an emergency.

OTHER REQUIRED RESPONSIBILITIES:

Maintain general and confidential records and files for the Council on Aging Director, including correspondence, reports and memos. Make copies as needed.

Provide clerical support to the Council on Aging Director.

Answer telephones and take messages.

Perform similar or related work as may be required or as the situation dictates.

QUALIFICATIONS, ABILITIES AND SKILLS:

Ability to interact with the elderly in a compassionate and understanding manner and “Outreach” to clients as needed. (Makes constant and frequent contacts requiring sensitivity, perceptiveness, and persuasion with elder clients and sometimes their connected services).

Must be organized, detail oriented and able to multi-task, set priorities, and accomplish tasks within limited timeframes.

Ability to exercise independent judgment.

Ability to work with frequent interruptions and to be able to move from one activity to another.

Working knowledge of office procedures, practices and equipment. Working knowledge of Microsoft Office required. Working knowledge of Adobe Pro software and Microsoft Outlook email platform preferred.

Ability to maintain confidentiality at all times.

Ability to possess a pleasant personality and a good sense of humor.

Ability to comply with OSHA and ADA laws.

Must possess a valid Massachusetts driver's license and have access to reliable transportation.

CORI Check.

Random Drug & Alcohol Testing (per FTA).

Certification in first aid and CPR or ability to become certified within three (3) months of hire.

EXPERIENCE AND TRAINING:

Associates or Bachelor’s degree in related field with two (2) years of clerical experience in a governmental agency preferred; or an equivalent combination of education, training and work experience that provides the requisite knowledge, skills and abilities for this position.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This is primarily an office-based job in a dynamic municipal setting. Minimal physical effort is required to perform clerical duties. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed.

The employee is required to stand, walk, sit, speak, hear/listen, and use hands to operate equipment and lift furniture, equipment and supplies. Employee must be able to lift objects weighing up to 30 pounds. Vision requirements include the ability to read and analyze routine and complex documents and use a computer.

WORKING CONDITIONS:

40 Hour work week Monday through Friday to be determined by the Council on Aging Director, and depending on various circumstances, start and finish times may vary.

This position is a non-exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is eligible to be paid at the rate of time and one half (i.e., one and one half times) the regular rate of pay for all hours worked beyond forty hours in a workweek.

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.