Senior Services Superintendent

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Parks	**Position Reports To :** Assistant Director of Parks and Recreation
Physical Location For This Position : Bishop Park	**This Position Is :** Exempt
This position is safety sensitive : No	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

Under general supervision from the Parks Director and Assistant Director, directly supervises and coordinates programming for the Senior Services Division within the Parks & Recreation Department; prepares and manages associated budgets and staffing plans; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees the daily operations of the Senior Center and organizes daily programming of the facility for social, physical, and mental well-being of the senior population.

Selects, trains, supervises, and directs the work of staff, volunteers, and contracted instructors; prepares work schedules, tracks staff hours and verifies payroll; provides instructions, conducts staff meetings, assists in the development of staff training opportunities for required continuing education credits, implements and interprets policies and procedures; evaluates the work of subordinates and participates in disciplinary actions as required.

Assists with developing and revising program goals and objectives with measurable outcomes, including implementation strategies to obtain desired results and cost-recovery; budget preparation and facilitation.

Works with community groups, partners, sponsors, and outside organizations or entities including the Senior Council and other committees.

Organizes and oversees the delivery of social and community services resources and information.

Oversees the grant application process, applies for grants, and manages the administration of grant funding for specific senior programs including preparation and associated reports.

Assists with planning menus for the senior nutritional program as prescribed by nutritional standards or requirements; assists with training and supervision of volunteers.

Conducts routine facility checks and inspections to ensure safety and general conformance to

department standards.

Monitors compliance with laws, rules, and regulations as they related to community and recreation services, senior adult services, health district, first aid and CPR requirements, and ensure that all rules and policies are being followed by staff and patrons; responds to inquiries, complaints, and requests from customers, interested community groups and citizens.

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

Supervises a MODERATE SIZE GROUP (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

Same as Degree 4, but loss would range from $150,000 to $1,000,000.

What departments (if any) are supervised by this position? : Senior Center

EDUCATION AND EXPERIENCE

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Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college.

EXPERIENCE GENERAL

19 to 23 months related experience and/or training.

EXPERIENCE MANAGEMENT

12 to 18 months related management experience.

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

MODERATELY DIRECTED. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MAJOR IMPORTANCE which would have considerable effect on the final attainment of MULTIPLE MAJOR ACTIVITIES AND THE ORGANIZATION'S PROJECTS of a LARGE ORGANIZATION COMPONENT and ORGANIZATION'S CLIENTELE.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to SENIOR MANAGEMENT of the organization.

ACCURACY

Probable errors would NORMALLY NOT BE DETECTED IN SUCCEEDING OPERATIONS and MAY HAVE serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

MENTAL DEMAND

CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

COMMUNICATION SKILLS

- Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication.
- Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence.
- Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.
- Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.
- Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

- Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

ACCOUNTABILITES

FREEDOM TO ACT

MODERATELY DIRECTED. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

SMALL: Job creates a monetary impact for the organization from $100K to $1MM.

IMPACT OF JOB ON END RESULTS

MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Valid Arkansas driver's license

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Aging services experience

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

REGULAR CONTACTS with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of CONSIDERABLE IMPORTANCE and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

CONTACTS WITH EMPLOYEES

Contacts with other departments or offices AND ALSO frequently with individuals in middle level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

REGULAR USE OF COMPLEX machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/CDL, etc.)

SOFTWARE SKILLS REQUIRED

- Database: Intermediate
- Payroll Systems: Intermediate
- Presentation/PowerPoint: Intermediate
- Programming Languages: Intermediate
- Spreadsheet: Intermediate
- Word Processing/Typing: Intermediate
- Other: Intermediate
- Human Resources Systems: Intermediate
- 10-Key : Intermediate
- Accounting: Intermediate
- Alphanumeric Data Entry: Intermediate
- Contact Management: Intermediate

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Regularly
- Walk: Regularly
- Sit: Regularly
- Use hands to finger, handle, or feel: Regularly
- Reach with hands and arms: Regularly
- Climb or balance: Regularly
- Stoop, kneel, crouch, or crawl: Regularly
- Talk or hear: Regularly
- Taste or smell: Regularly

WEIGHT LIFTED

- Up to 10 pounds: Regularly
- Up to 25 pounds: Regularly
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Not Indicated

- More than 100 pounds: Not Indicated

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).

PHYSICAL DEMAND

SEMI-REPETITIVE, LOW PHYSICAL: SEMI-REPETITIVE type work which requires PERIODS OF CONCENTRATION FOR VARIED TIME CYCLES as prescribed by the tasks.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

LEVEL OF NOISE

Moderate (business office with computers/printers, light traffic, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Exposed to any number of elements noted in Degree 2, with one or two elements present continuously. May involve some travel and/or work is at times, in the evening or during the night hours.

ADDITIONAL INFORMATION

Not Indicated

Completed by: Charlotte Rue

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