

Job Title: Senior Center Director

Reports to: Township Administrator and Board of Township Trustees

Pay Classification: Salary, At-Will, \$52,000-\$75,000

### **Job Description:**

The Senior Center Director is responsible for the operation and management of the Austintown Township Senior Center, in accordance with the general policies of the Board of Trustees and the Township Administrator, with wide latitude for exercising administrative judgement and initiative. Additionally, the Austintown Township Senior Center Director is responsible for overseeing the day-to-day operations of the Austintown Township Senior Center, including management of daily programming and services and day trips.

### **Appointment and Qualifications:**

The Senior Center Director is an unclassified position appointed by the Board of Trustees and reports to them through the Township Administrator.

Minimum qualifications include: A valid Ohio Driver's License, must possess strong organizational skills, The ability to communicate effectively, both orally and in writing, must possess computer literacy, In Microsoft Excel and Word including use of macros. Dependability and punctuality in attendance, Good mathematical skills and basic spreadsheet knowledge, Ability to pass a drug test in accordance with Township policies, must possess good budgetary skills, must be able to develop and implement strategic plans.

Minimum experience includes, 5 years of management experience or 3 years of industry experience.

Must get certified and maintain certifications in CPR, first aid, and AED.

Must obtain their Certificate of Administrator of Aging or equivalent certification.

### **Duties and Responsibilities:**

Typical duties, responsibilities, tasks, and assignments of the Senior Center Director include:

- Managing the day-to-day operations of the Senior Center.
- Plans, develops, directs, coordinates, controls, and staffs the Senior Center.
- Analyzes reports and observes operations, conditions, facilities, equipment, and technology to evaluate the effectiveness and efficiency of Senior Center.
- Confers with members and others in regard to Senior Center, services, and operations.
- Plans and supervises activities for members of the Senior Center.
- Obtains authority from the Board of Trustees, the Township Administrator and the Township Fiscal Officer as required to enter into contracts or expend township funds.
- Approves expenditures in accordance with law and established Township policy.
- Reviews all bills and invoices for correctness before forwarding them to the Township Fiscal Office for payment.
- Participates in the township's annual budget and administers the budget. Applies for grants and other alternative funding where appropriate. Ensures grants are administered in accordance with established guidelines for expenditures and reporting.
- Keeps the Board of Trustees informed, through the Administrator, of events, activities or circumstances that may affect the Senior Center.
- Attends regular and special meetings of the Board and meets with the Administrator and other department heads to conduct township business.

- Attends civic or other functions and communicates with the media to promote the Senior Center.
- Performs other duties as assigned by the Administrator.

**Physical Demands:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is required to walk, sometimes over uneven terrain. The employee must occasionally lift and/or move up to 50 pounds. Work is mostly indoors but work outdoors and in inclement weather can occur.

**Education:**

A high school degree or equivalent is required. A four-year post-high-school degree, and advanced degrees in a relevant field of study may be considered as leadership experience.

Applicants: All applicants are encouraged to submit a Letter of Interest and Resume to:  
Austintown Township Board of Trustees  
82 Ohltown Road  
Austintown, OH 44515

Submissions will be reviewed on a rolling basis and the position is considered open until filled.