

# **SENIOR CITIZENS CENTER MANAGER**

**Department: Human Services**

**Classification: Competitive**

**Specification Number: 1900**

**Approved: 12/18/23**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a standard senior high school and four (4) years of experience working with programs of the aged; or in the delivery of health or community services or in the management of a human services agency.

**NOTE:** Additional education in Gerontology or a related field from a college with federally-authorized accreditation or registration by NY State may be substituted for experience on a year-for-year basis to a maximum of two (2) years of the four (4) years of required experience.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title manages the Town center dedicated to Senior Citizens and supervises varied activities and advisory services for those individuals working under the supervision of the Deputy Town Commissioner of Human Services. The incumbent may also oversee a program set forth by a Federal Nutrition Program for the elderly. The work is supervised through conferences and reports. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Supervises a variety of recreational activities suited to a group of Senior Citizens at the Town Senior Citizen center;

Assists Senior Citizens by advising them or by referring them to sources of assistance with problems they might be encountering in housing, health care, nutrition or legal matters;

May order food and food service supplies and supervise packing and serving of food for homebound Senior Citizens and for those who have lunch at the center;

Maintains contact with community residents and develops good relations with those served and with the entire senior community;

Supervises the offering of nutritional classes, covering both general and therapeutic nutrition;

Meets with departmental staff members to discuss the progress of the program;

Prepares statement of budget requirements for the Senior Citizen's center; record keeping and the preparation of statistical and financial reports.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of recreational and other activities suited to the interests and capacities of Senior Citizens; excellent knowledge of services offered to senior citizens by municipal or private agencies; good knowledge of geriatric psychology and health programs; ability to supervise the performance of staff to provide a worthwhile social and nutritional center for Senior Citizens; ability to establish and maintain good relations with the local senior community; ability to keep accurate records, prepare statistical and financial reports and write periodic reports on center activities; physical condition commensurate with the demands of the position.