

MONTCALM COUNTY

COMMISSION ON AGING DIRECTOR

Salaried, Full-Time

\$51,163 - \$56,058/year

General Summary

Under the supervision of the County Board of Commissioners, plans, promotes, and directs programs for the senior population in Montcalm County. Oversees staff engaged in providing various services to the seniors, including, but not limited to, home repair, client assessment, service plan development and follow-up, programs and activities, and referral services. Responsible for the financial management of the agency and all other administrative functions.

Essential Functions

1. Oversees the operations of the Commission on Aging, including the delivery of services and program to the seniors of the County.
2. Works with the Controller's Office for the personnel management activities of the agency, includes employment of staff, scheduling, training, performance evaluation and coaching, and dealing with employee relations issues.
3. Analyzes community needs and identifies needed programs and services. Secures funds for the agency through millage funding, preparing grant proposals, making presentations, soliciting community donations, and overseeing fund-raisers.
4. Documents unmet needs of senior citizens so that funds in the coming year can be properly allocated.
5. Prepares and presents the agency budget. Monitors the budget throughout the year to ensure that expenditures are within budget guidelines.
6. Coordinates programs and activities with other local service providers serving senior citizens in the County and in the region. Sits on various committees and boards related to providing services to seniors.
7. Enhances community understanding of Department programs and promotes department services through presentations to community groups and other interested parties.
8. Keeps accurate records in preparation for Federal, State, and regional audits of books and program services.
9. Responsible for all administrative functions including policy analysis and development and program planning and evaluation.

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10. Provides general assistance in the office by answering telephones, assisting seniors completing forms and applications, assisting with homestead tax credit forms, and related activities.
11. Prepares agenda for Commission on Aging Board meetings and provides staff support to the Board. Oversees minutes of meetings and ensures follow-up on Board actions.
12. Accompanies other staff to assist with difficult cases.
13. Attends training sessions and meetings as requested by various funding sources. Monitors changes at the Federal, State, regional, and local levels regarding funds.

Other Functions

14. Assists in the packaging and distribution of commodity foods.
15. Promotes and develops the vision for services to seniors in Montcalm County.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Bachelor's degree in social work, business or related field, or work related experience.

Experience: Three years of supervisory/administrative experience which included personnel administration, budgeting, bookkeeping and grant preparation responsibilities. Some experience working with programs for senior citizens.

Other Requirements: Possession of a valid Michigan Driver's License or otherwise able to regularly travel to various meetings and program sites.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

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Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to travel throughout the area to attend meetings and interview clients.

Ability to access office files.

Ability to enter and retrieve information from a computer.

Ability to visit clients in homes throughout the County.

Ability to make public presentations and present training sessions.

Working Conditions:

Works in office conditions.

Travels to homes and various other sites.

Occasional exposure to homes of various states of cleanliness and hygiene.

Hours are generally Monday through Friday from 8:00 a.m. – 4:00 p.m.; however, this position will occasionally be required to attend meetings and functions after normal business hours.

Applications are available (online at www.montcalm.us or outside the Controller's Office) and are due in the Office of the County Controller, 211 W. Main Street, PO Box 368 Stanton, MI 48888. Applications and resumes will be accepted until noon on Friday, February 22, 2019.
EOE