



Job Title: Aging Services Commission Assistant
Department: Aging Services
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: See Below

Accountability

Under the direct supervision of the City Administrator at the direction of the Aging Services Commission and in compliance with their policies.

Job Summary

Supervises and participates in the operation and maintenance of the Lied Senior Center facilities.

Essential Job Functions

Administer, direct, and coordinate the day-to-day operations of the Lied Senior Center including, but not limited to: planning, developing, and coordinating programs and activities for senior participants; assisting participants with information about and registration for senior center services; assessing and monitoring service and resource allocation and interpreting changes as they relate to future senior service needs to develop strategic plans; coordinating all aspects of Center volunteerism, including promotion, recruitment, scheduling and supervision; coordinating the purchase of necessary materials for daily operations and fundraiser events; managing and participating with the Aging Services Commission in the development and administration of the department budget; forecasting funds needed for equipment, materials, and supplies; keeping accurate inventory records; prepare and present financial reports to the Commission; planning, developing, supervising, and coordinating fund-raising events; supervising the operation of the senior transportation system and the Meals on Wheels program; managing the scheduling of building rentals; overseeing building, grounds and vehicle security and maintenance, including scheduling of repairs and upkeep; preparing monthly newsletter for publication, including the selling of newsletter ads; and in coordination with the Chairperson, preparing materials for Commission meetings, reports to the City Council, and Seward County Aging Services Commission.

Additional Duties and Responsibilities

Assists the Aging Services Commission with other responsibilities as determined jointly by the Chairperson and City Administrator; researches, applies for, and administers grant opportunities as needed; develops and builds relationships with local officials, community leaders and citizens groups serving senior citizens; regularly communicates with the City Administrator regarding the status of operations and serves as a liaison between the City and the Aging Services Commission.

Knowledge, Abilities and Skills

Good oral and written communication skills to effectively communicate on a daily basis with the Seward Aging Services Commission, City Administrator, elected officials, volunteers and the general public; ability to effectively communicate with—including courtesy, tact, diplomacy, and confidentiality—a variety of participants, and their families, from various socioeconomic, ethnic, and cultural backgrounds, in person and over the telephone; high degree of organizational skills to effectively administer all Center activities and volunteer personnel; knowledge of principles and practices of food service planning and operations; knowledge of City purchasing procedures and policies; ability to forecast, develop, and manage an annual departmental budget; ability to perform minor repairs to facilities and equipment or coordinate their repair; ability to learn state/federal guidelines pertaining to services and programs available to senior citizens; ability to articulate the needs and functions of senior service programs both in the short- and long-term planning; capability to use Microsoft Office products and audio/visual technology for rentals. Ability to: lift up to 40 lbs; climb up onto and down from step stools and/or ladders and to walk, climb, balance, stoop, kneel, reach, bend, or work in a crouched position for extended periods of time; ability to work weekend and/or evening hours as needed.

Education and Experience

Graduation from high school or equivalent; at least one (1) year of experience in working with aging programs and/or human services management in a supervisory role preferred; at least one (1) years of working with various computer programs and functions required; possession of a valid driver's license required; or any equivalent combination of education experience deemed sufficient to successfully perform job duties.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.

Job Description Revision Approved: _____

City Administrator

9/30/22
Date