

CITY OF IRWINDALE

SENIOR CENTER MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, plans, organizes, manages, supervises, and evaluates senior recreation programs including classes, special events, and senior nutrition programs; operates recreation facilities on a year-round basis; and does related work as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, manages, supervises, and evaluates a variety of senior center programs, events, activities, and facilities.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned facilities and programs of the senior center; evaluates program effectiveness and implements improvements to service delivery methods.
3. Supervises the operation of programs and activities under area of responsibility; recommends new or improved programming as necessary.
4. Selects, trains, motivates, and evaluates full time staff, part-time staff, and volunteers; plans, organizes, and reviews the work of contractors; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
5. Oversees the facilities and activities of the senior center; ensures that programs and activities are in compliance with applicable laws and regulations; coordinates facility and equipment maintenance and repairs; ensures that the site is maintained in a clean, safe, orderly, and secure condition.
6. Develops and administers the senior center budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
7. Coordinates community outreach programs and collaborates with representatives of other public, non-profit, and private organizations, including school districts and community groups.
8. Maintains kitchen facilities following Los Angeles County Public Health guidelines; ensures that staff adheres to food handling practices.
9. Serves as a liaison to various boards and commissions; prepares the Senior Association Club's monthly agenda.
10. Prepares various reports and correspondence.
11. Maintains senior center website and activity calendars.
12. Responds to and resolves difficult and sensitive inquiries and complaints from participants and the general public.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community services.
14. May be required to drive van to deliver meals and transport seniors.

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Senior Center Manager (*Continued*)

15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of program development, implementation, administration, and evaluation.
Operations, services, and activities of a senior center program.
Principles of supervision, training, and performance evaluation.
Principles and practices of budget preparation and control.
Principles and practices of record keeping and reporting.
Techniques of public relations and customer service practices.
Standard program evaluation methods.
Methods and techniques of first aid and CPR.
Appropriate safety precautions and procedures within the area of assignment.
Modern office procedures, methods and equipment including computers and applicable software applications.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Plan, supervise, coordinate, and evaluate a senior recreation program.
Analyze and evaluate community needs and work with community organizations to develop programs.
Select, train, and evaluate full-time and part-time staff.
Supervise, direct, and coordinate the work of lower level staff.
Interpret, apply, and explain policies, procedures, and regulations.
Maintain facilities in a clean, safe, and secure manner.
Monitor program budgets.
Prepare clear and concise reports and correspondence.
Oversee and participate in the maintenance of records.
Operate office equipment including computers and applicable software applications.
Respond to emergency situations and administer first aid or CPR as necessary.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in gerontology, human services, social work, or related field.

Experience:

Five years of increasingly responsible experience administering a variety of leisure and social service programs, including three years in a supervisory capacity.

License or Certificate:

Possession of an appropriate, valid driver's license.
Possession of certification in basic first aid and CPR.
Possession of, or ability to obtain a valid Food Handler Certificate within 30 days.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office and senior center environment; travel to different locations; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and community services facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.