

Oak Park Township
JOB DESCRIPTION

CLASS. TITLE:	Senior Services Assistant to the Director	GRADE: 18
DEPARTMENT:	Senior Services	FLSA: Exempt
DIVISION:	Town	DATE: 05/05/17
REPORTS TO:	Senior Services Director	

Job Summary

The Senior Services Assistant to the Director is responsible for a variety of professional administrative and managerial duties crucial to the smooth and efficient operation of the department. Plans, organizes and directs day-to-day operations and supportive services of the department thereby allowing the director to focus on broader organizational issues, community needs, as well as state and federal policy issues. Monitors all financial, data, and service provision to ensure department is in compliance with local, state, and federal funding regulations.

Essential Job Functions

1. Assists the Director of Senior Services with daily tasks as necessary including: phone and written correspondence, troubleshooting problem situations, budgeting, monitoring revenues and expenditures; compilation and analysis of data and representation of the organization for audits both internal and for external funding sources including AgeOptions, PACE, and Community Mental Health Board, Town of Oak Park (CMHB).
2. Furnishes information or directs inquiries for requests for information regarding service and program administration.
3. Reviews generation of purchase orders for accounts payable; all correspondence to vendors and communications regarding billing discrepancies; maintenance and update to vendor information. Ensures appropriate posting of expenditures and monitors budget for planning purposes.
4. Reviews and approves timesheets and leave requests for direct reports in electronic payroll system. Ensures any necessary additional documentation is forwarded to payroll personnel.
5. Monitors revenue streams and works to ensure smooth receipt and posting of revenue by supervising the generation of monthly invoices and reports for reimbursement based on service utilization. Supervises generation of daily cash receipt transmittal forms and monthly cash log. Works with Township Finance Director to ensure all deposits are posted accurately for each month end deadline.
6. Reviews financial reports for overall trends; distributes to staff; works with auditor to perform reconciliation of revenue and expenditures as reported by Oak Park Township (OPT); coordinates with OPT business manager to make necessary journal entries or adjustments.
7. Supervises and reviews the performance of the part-time clerk/receptionist, information & assistance specialist, and the case management support staff person. Provides necessary assistance and supervision to other staff in absence of the director.
8. Supervises the export/import process of data from our local server to the federal Harmony/NAPIS database. Ensures database is updated monthly and service units are recorded and conducts quality review to ensure the internal service records match the federal database.

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9. Generates monthly, quarterly, and annual history reports from CMIS; monitors units for adherence to service provision goals. Works with Director and program managers to improve program efficiency and meet guidelines of funded agreements. Creates monthly, quarterly, and annual reports to AgeOptions, River Forest Township (Intergovernmental Agreement) and CMHB including: compilation and review of financial and statistical information pertaining to reports.
10. Prepares and monitors budget information for annual budget presentation including: estimating future revenues and expenditures, distribution of funding, reconciliation of funds from outside funding sources; prepares information for budget narrative highlights and projections.
11. Prepares and monitors grant applications, requests for proposals and follow up materials including submission of CAFR, audit, certificates of insurance and other required documentation.
12. Maintains administrative file system including purchase orders, vendor information, grant applications and awards, policies and procedures, financials, reports, etc.
13. Coordinates Senior Services Committee including: attends meetings, records meetings, transcribes minutes, contacts committee members prior to meetings for attendance, compiles information for quarterly committee packets, prepares additional mailings to members including sub-committees. Posts approved committee minutes to the Oak Park Township website.
14. Completes tasks for special projects such as program bids for service, one time funding expenditures, special grants and annual audits.
15. Reviews requests for purchasing including supply orders; conducts research for upcoming purchases and secures estimates for large ticket items. Oversees design and ordering of forms, business cards, letterhead and envelopes with printer.
16. Monitors generation of the monthly planning calendar for staff including all reporting and submission deadlines.
17. Coordinates special events for Senior Services Department
18. Perform other duties as assigned.

Material and Equipment

- Miscellaneous office equipment; i.e. – computer, printer, fax, phone, copier, calculator, tape recorder, transcriber, etc.

Minimum Qualifications

Education and Experience

- Bachelor's degree or equivalent, four to five (4-5) years experience in office administration and two (2) years supervisory experience; or
- Master's degree in public administration/human service administration or related human service field and two (2) years supervisory experience.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

License(s) and Certification(s):

- None Required

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Knowledge, Skills, and Abilities

Knowledge of:

- Various word processing and spread sheet programs.
- Accounting functions including accounts payable and receivable.
- Basic computer hardware and networks; phone, voicemail, security, and web applications.
- Grant and budget writing, development, monitoring and implementation.
- Local and state funding sources.
- Office terminology and procedures.
- Cultural diversity.

Skill In:

- Verbal and written communications
- Time management and organization
- Advanced computer, word processing and spreadsheet software usage.
- Maintaining good working relationships with funding agencies.
- Program development and implementation.
- Grant writing and grant review.
- Program evaluation.
- Working with committees.

Ability to:

- Work independently with minimal supervision.
- Maintain confidentiality.
- Interpret and apply administrative and departmental policies and procedures.
- Perform multiple tasks simultaneously.
- Collect, organize, format and present data in various reports.
- Maintain professional composure and take action when confronted with difficult, time-sensitive situations.
- Supervise, train, evaluate, and counsel subordinate staff.
- Work with multiple systems.

Physical Abilities:

- Sit, type, read, write, add, hear and speak for extended periods.
- Lift up to 10 pounds on occasion.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.