

Oak Park Township
JOB DESCRIPTION

CLASS. TITLE:	Senior Services Director	
DEPARTMENT:	Senior Services	FLSA: Exempt
DIVISION:	Town	DATE: 02/17
REPORTS TO:	Township Manager	

Job Summary

The Senior Services Director supervises staff, interns, activities, and operations of Senior Services for Oak Park and River Forest Townships. Builds and maintains collaborative agreements and ventures to forward the mission of Senior Services. Performs administrative and budgetary supervision for Senior Services Department. Develops, plans, implements and monitors programs that serve the senior population. Works with the Senior Services Committee in developing, reviewing and implementing departmental mission, goals and objectives.

Essential Job Functions

1. Prepares grant applications for public funds/outside sources and develops grant compliance and reporting procedures.
2. Monitors collection of program statistics for purposes of reporting to funding bodies; assures accurate collection of data. Prepares or oversees preparation of quarterly and yearly reports and billing for taxing/funding bodies and the public on Senior Services Programs; submits reports in a timely manner in accordance with regulations and policies.
3. Monitors activities and prepares monthly Director's report summarizing impact on services and funding levels, anticipated events, and status of all programs, and funding changes.
4. Prepares, manages and monitors Senior Services budgets, demonstrating cost consciousness and resourcefulness in budgetary decision making; estimates revenues and expenditures for current and future years for levy appropriations.
5. Provides revenue and expenditure projections and analysis for budgetary consideration; reevaluates and updates the mission, goals, objectives, programs and policies of Senior Services; prepares monthly Director's report documenting status of progress in meeting specific goals and objectives of Senior Services. Presents department budget to Township Board.
6. Monitors progress of staff to ensure timely and satisfactory delivery of services; provides comprehensive training program; conducts regular staff meetings; enlists staff collaboration in development of goals and objectives; sets standards and timelines for goal accomplishment; provides opportunities for ongoing education and professional development.
7. Screens, interviews and hires departmental staff; provides training, orientation and direct supervision of staff; initiates and implements on-going staff development and educational opportunities; provides structural departmental development; evaluates performance of department staff annually. Examines utilization of staff and resources and makes recommendations for staffing levels.
8. Develops additional financial and human resources to fulfill goals, objectives and overall mission of Senior Services.

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9. Monitors and evaluates the efficiency and effectiveness of departmental service delivery methods. Identifies opportunities and presents strategies for improvement.
10. Acts as Director and liaison to the Senior Services Committee comprised of members from Oak Park Township and River Forest Townships.
11. Maintains intergovernmental relationships between Oak Park and River Forest Townships.
12. Maintains frequent contact with senior and senior serving agencies, organizations and individuals within the Oak Park/River Forest Township service areas and throughout the State; attends meetings of community councils and committees to facilitate and build collaborative and cooperative relationships.
13. Promotes the Townships and Senior Services in a positive manner to advance its missions and goals through publication and distribution of brochures, newsletters, press releases and news stories, web site, e-mails and professional presentations. Ensures accurate dissemination of public information regarding senior services.
14. Provides information and referrals on local, state and national levels through telephone, e-mail, print, and in-person contacts, including presentations.
15. Keeps abreast of changing State and local regulations; develops policies and procedures to ensure compliance with new regulations.
16. Reports quarterly to the Area Agency on Aging on Significant Developments and Wait Lists reports.
17. Develops Senior Services Committee including orientation of new members and program liaisons, coordination of subcommittee activities and provision of relevant program and budgetary information to members.
18. Conducts orientation of senior services to assigned liaisons from various agencies and funding sources.
19. Attends meetings and various training seminars and conferences as required.
20. Performs other duties as assigned.

Material and Equipment

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

Minimum Qualifications

Education and Experience:

- Master's degree in gerontology, public administration or related field and five (5) years management and 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Local and state funding sources.

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- Senior programs on a “grass roots” level.
- Grant writing and monitoring procedures.
- Staffing levels.
- Office terminology and procedures.
- Cultural diversity.
- Various word processing and spread sheet programs/data processing.
- Clinical work related to seniors.
- Crisis intervention techniques.
- Conflict resolution.
- Budget development, monitoring and implementation.

Skill In:

- Establishing trust and rapport with funding agencies.
- Program development and implementation.
- Grant writing and grant review.
- Program evaluation.
- Working with committees.
- Public speaking and training.
- Advanced verbal and written communication.

Ability to:

- Work independently and with minimal supervision.
- Maintain confidentiality.
- Solve problems expeditiously.
- Work as a team player and take initiative to develop programs.
- Maintain professional composure and take action when confronted with difficult situations with staff or clients.
- Collect, organize, interpret and present data and current research to a wide range of individuals.
- Work and interact with a diverse community racially, ethnically, socio-economically and politically.
- Develop, implement and analyze programs, policies and procedures.
- Supervise, train, evaluate, and counsel subordinate staff.
- Work with multiple systems.

Physical Abilities:

- Sit, keyboard, read, write, hear and speak for extended periods.
- Drive automobile to meet with clients at their homes or other locations, and meetings with other agencies, committees, councils, etc.
- 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

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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.