

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SITE MANAGER-SENIOR CITIZENS CENTER **GRADE:** 12

TITLE ABBREVIATION: SIT MGR SR CIT CN **TITLE NO.:** 6689

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: PARKS, RECREATION & CONSERVATION **DIVISION:**

SUPERVISOR'S TITLE: COMMISSIONER OF PARKS, RECREATION & CONSERVATION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing and supervising a multi-purpose senior citizen community center. The work will further involve participation in case referral, data gathering, data sharing, planning process, cost effective delivery of services and consolidation of services conducted at the center. This position involves the day to day operation with a special emphasis on promoting events and developing publicity. Work is performed under the general supervision of the Commissioner of Parks, Recreation and Conservation with leeway allowed for the exercise of independent judgment in planning programs and activities for the center. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Responsible for providing a wide variety of programs for elderly persons, i.e. recreation, health screening, information and referral, food stamp information, social security information, CETA services, nutrition education programs, horticultural projects and other social activities.
2. Follows budgetary guidelines and controls in proceeding contract expenditures.
3. Answers correspondence regarding department programs, goals and objectives.
4. Responsible for the implementation of supportive services and functional programs for the elderly.
5. Prepares and submits evaluation report regarding daily operation and activities at the center.
6. Plans on a continuous basis the availability of transportation for the elderly.
7. May train volunteers to assist with information and referral and the various programs provided.
8. May attend conferences, meetings, workshops, etc. that pertains to the elderly and recreational programs.

9. Planning, leading, and supervising recreational and social activities.
10. Works closely with service organizations and civic groups for fund raising activities.
11. Must have good public relations skills. Meets with the public, attends meetings with large groups of seniors;
12. Makes bank deposits as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the scope and philosophy of the services and programs provided to the elderly; working knowledge of research methods involving the collection of data; ability to work with the aged as well as sensitivity to their physical, emotional, psychological and spiritual needs, ability to work cooperatively with other public and private agencies; ability to communicate effectively with the public; ability to understand and follow oral and written instructions. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience or providing services in a human, community or volunteer agency; OR
- (B) Graduation from a regionally accredited or New York State two (2) year college plus two (2) years of experience as described in (A) above; OR
- (C) Graduation from a regionally accredited or New York State four (4) year college with emphasis in psychology or geriatric-related courses.

NOTE: Additional educational training can be substituted in lieu of experience on a year for year basis.

NOTE: Must possess **at time of appointment** and maintain **a valid** driver's license.

ADOPTED: 9/16/80
REVISED: 11/17/89
EEO CODE UPDATE: 11/29/90
REVISED: 5/21/98 kmg
REVISED: 9/11/03 AG