

Sherman County Senior & Community Center

Job Description

JOB TITLE: Manager
EXEMPT: No
REPORTS TO: Sherman County Judge

SHERMAN COUNTY SENIOR & COMMUNITY CENTER [Center] MANAGER: Regular part-time, salaried position, 20 hours per week or .50 FTE.

GENERAL STATEMENT OF DUTIES: Schedules rental and use of Center facilities; adheres to adopted rental fees and policies, receives fees and delivers revenue to Finance Director; supervises Senior Center employees and Wheeler County Respite Care Coordinator; plans, maintains and monitors senior and respite care programs and contracts for compliance at the required minimum standards to ensure funding; performs other duties as assigned. Immediately reports concerns and problems to the Supervisor. Reports to the County Court quarterly. Evaluated formally once annually by the Supervisor.

SUPERVISION RECEIVED: Works under the direct supervision of the Sherman County Judge, subject to Sherman County Personnel Policies.

ESSENTIAL DUTIES:

I. Administration

1. Provides management for day to day operations of the Center.
2. Responsible for building and grounds maintenance as budgeted, including cleaning and scheduling contracted maintenance services.
3. Reviews all programs and operations for quality.
4. Develops the Senior Center and Respite Care budget in cooperation with the County Budget Officer.
5. Orders office and building supplies as budgeted.
6. Assigns an appropriate line item to all bills, prepares claim forms, collects incoming revenue and prepares and delivers deposits to the County Finance Director. All cash is counted and documented by a minimum of two employees.
7. Serves as the contact for facility rental, including having each renter fill out rental forms; collects rental fees and informs renters of access code for key-keeper.
8. Maintains a file for each program/grant.
9. Reviews and documents each program, tracks and maintains appropriate records. Ensures that confidentiality of records is maintained for clients as required by law.
10. Recruits and supervises volunteers at the Center, processes volunteer applications and obtains criminal history checks prior to assigning duties.
11. Seeks advice, cooperation and assistance from the Senior and Community Center Advisory Committee for senior program planning and fundraising activities. Prepares agendas, sets meetings and sends meeting notices to the Advisory Committee.
12. Writes appropriate updates for local newsletters and publications. Prepares all news releases or approves ones completed by another source.
13. Maintains an inventory of equipment and furniture.
14. Collaborates with other agencies serving families and seniors.

15. May provide direct services to clients as required in the implementation of some programs.
16. Proposes changes or implementation of Center policies to Supervisor and County Court.
17. Manages the Senior Meal Program. Supervises the Head Cook; secures and supervises a substitute cook as needed.
18. Manages the Sherman/Wheeler Respite Care Program. Supervises the Wheeler County Respite Care Coordinator.
19. Conducts one formal employee evaluation annually. Conducts work reviews through periodic informal conferences and status reports. If necessary, assists employees with a professional development plan to meet the needs of the employee and the program.
20. The Manager is expected to resolve most day-to-day operational, maintenance and personnel problems, but must contact the direct Supervisor or Sherman County Court for guidance for serious issues.
21. Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS:

1. **Ability** to work closely with other agency personnel; communicate effectively orally and in writing; deal tactfully with the public; establish and maintain an efficient, orderly professional office; establish and maintain effective working relationships with superiors and peers; comprehend and follow instructions; make arithmetic calculations accurately at an acceptable speed; operate computer programs at an acceptable speed and accuracy; learn and present information for seniors; prioritize concurrent demands; work independently; maintain a courteous, helpful manner; maintain accurate and complete files; work in a team environment; create a positive, non-judgmental and motivational atmosphere for co-workers; understand, implement, budget and report governmental programs; administer grants and Center budget.
2. **Knowledge:** Considerable knowledge of telephone etiquette, filing systems, writing, grammar and spelling; computer programs, including word processing (Word Perfect or Microsoft Word) and spreadsheet software (Microsoft Excel); heating and cooling, irrigation and janitorial systems.
3. **Special Qualifications:** Valid Oregon driver's license and insurance as required by the State of Oregon, reliable transportation and the ability to travel occasionally in the region. Must pass a criminal background check.

EDUCATION AND/OR EXPERIENCE:

1. High school graduate with at least three years of experience in office and/or program administration, preferably with experience in supervision of employees, program management or equivalent combination of education and experience.
2. Program-related education and training may be required and may be paid by the program.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to sit, talk, see, hear, walk, handle objects, tools, standard keyboards of office equipment, and reach with arms and hands.
2. The employee must frequently lift and/or move objects up to 10 pounds, and occasionally lift or move objects up to 25 pounds.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus.

EVALUATION:

The Manager's work is evaluated formally once each year by the assigned Supervisor. Interim reviews are conducted through informal conferences and status reports.

FUNDING DURATION:

This position is funded by grant and county funds. If funding ends, this position may be eliminated or downsized.

I, _____, have read and agree to the functions, responsibilities, requirements and demands of the position description above.

Employee signature

Date

Supervisor signature

Date