

COUNTY OF LEELANAU
JOB DESCRIPTION

DIRECTOR OF LEELANAU COUNTY SENIOR SERVICES

Supervised by: County Administrator
Supervises: Senior Services Support Staff
FLSA: Non-Exempt

General Summary:

Under the supervision of the County Administrator, the Senior Services Director oversees the day-to-day operations, fulfilling department goals, plans and develops programs, and provides services for seniors of Leelanau County. The Director supervises Senior Services staff and serves as a liaison with various governmental and agency administrators.

Essential Duties and Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

1. Prepares and monitors the department's overall budget including expenditures, revenues and revisions.
2. Interviews, selects, schedules, evaluates, and disciplines support staff.
3. Prepares grant applications to secure necessary funds for operations. Follows each application's progress through the approval process, providing clarification and making adjustments as needed.
4. Develops and recommends new programs and revisions to existing services.
5. Establishes and administers priorities, policies and operating procedures in cooperation with staff, County Administrator, and Board of Commissioners.
6. Develops and oversees plan for maintaining funding with renewal of millage and other fund-raising activities.
7. Promotes services to seniors within the County, business and governmental groups using the media and personal appearances.
8. Consults with other professionals to develop and advocate programs, services and legislation for the benefit of the elderly.
9. Submits reports and updates to County Administrator and Board of Commissioners.
10. Oversees medical transportation services provided via volunteers for seniors.
11. Administers contract terms of the Service Contractors, maintaining monthly records of clients served.

12. Conducts assessments of seniors to determine needs. Advocates for and makes referrals to service providers. Monitors quality of services rendered.
13. Organizes, coordinates and executes special events such as the Senior Expo.
14. Attends and participates in other community/agency meetings that advocate for seniors.
15. Attends County trainings related to emergencies/natural disasters. Assists the County with seniors in the event of an emergency/natural disaster.
16. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, and minimum qualifications necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job:

- A Bachelor's degree in gerontology or a related field.
- Three years' experience in program management, community services, or related field with some knowledge of geriatrics.
- A Michigan vehicle operator's license.
- Thorough knowledge of the principles and practices involved in property management and public program administration including budget development, personnel management and contract administration.
- Knowledge of elderly services programs, grant application procedures and general grant administration.
- Skill in managing a business office and related financial processes.
- Skill in the use of computers and related software, and other standard office equipment.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, program recipients, representatives of other governmental units, administrators or elected officials.
- Ability to coordinate and supervise the work of others.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly is required to communicate in person and by phone and type or enter data. The employee is required to create and review

written and computerized documents. The employee must regularly lift and/or move items of lightweight. The employee is required to travel to sites within and outside the County.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet.