

BOARD OF COMMISSIONERS

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Deborah Allen, County Administrator

Leelanau County Government Center
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Suttons Bay, Michigan 49682
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J O B P O S T I N G

The Leelanau County Administrator's Office is seeking qualified candidates for a full-time (35 hours per week) **Director of Senior Services**.

This non-union, at-will position has full County benefits, including medical, dental, and vision insurance, and a pension plan, with a beginning annual pay range of \$66,718.98 to \$73,933.09. A link to a job description and online application can be found on the County website (www.leelanau.gov) on the "Employment Opportunities" page, listed under "Quick Links." Any attachments must be in a PDF-format.

Inquiries can be directed to:

Deborah Allen, County Administrator

8527 E. Government Center Dr., Suite #101

Suttons Bay, MI 49682

dallen@leelanau.gov

231-256-8100

Required Knowledge, Skills, Abilities and Minimum Qualifications:

Education: Minimum requirement Bachelor's Degree in gerontology or a related field.

Experience:

- Minimum of three (3) years of experience in program management, community services or related field with some knowledge of geriatrics.
- 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 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.

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

Applications will be accepted until the position is filled.

Leelanau County is an Equal Opportunity Employer

Posted May 17, 2023 4:00 p.m.

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