

Civil Division: Towns, Villages
Jurisdictional Class: Non-Competitive
EEO Category: Professionals
Revised: 01/24/06

DIRECTOR OF SENIOR CITIZENS (PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for planning, coordinating and developing a wide variety of programs for senior citizens within a town, village or other agency. This service is performed under the general supervision of local government, with considerable leeway for independent decisions as to scope and planning of projects. Direct supervision is exercised over paid staff and/or volunteer workers. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and coordinates programs for senior citizens which include arts and crafts;
Organizes dramatic, literary and musical activities, excursions, outings and trips;
Attends seminars and workshops sponsored by State, County and local governments;
Organizes information, counseling and referral programs pertinent to problems of the elderly;
Plans and organizes hobbies and special interest activities along with other social group activities;
Represents opinion and needs of senior citizens to governmental agencies;
Files applications for Federal and State aid to expand or develop new programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of characteristics, needs and interests of the aging; good knowledge of community agencies, governmental facilities and services available to aid the elderly; good knowledge of public relations techniques; good knowledge of the operations of Senior Centers; ability to plan and supervise the work of others; ability to communicate clearly and efficiently with the elderly; patience; good interpersonal skills; initiative and resourcefulness; tact and courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience in adult education, recreation (with the elderly), community development, community health services, counseling, social work, public administration, work placement or work of a similar nature.

NOTE: Education beyond high school at a regionally accredited or New York State registered college or university in areas listed above may be substituted on a year-for-year basis for the required experience.

NOTE: Verifiable paid part-time experience or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/04/91
Revised: 09/13/96, 01/24/06