



## CITY OF SWEETWATER - EMPLOYMENT OPPORTUNITY

**POSTING DATE: 10-23-17**

The City of Sweetwater is accepting applications for the position listed and described below. For further information on qualifications and the application process, please visit contact Robert Herrada at: [rherrada@cityofsweetwater.fl.gov](mailto:rherrada@cityofsweetwater.fl.gov).

### **SENIOR CENTER DIRECTOR – POSITION # 1113**

**Applications will be considered on a first-come, first-served basis. Deadline for accepting applications:  
Open Until Filled**

#### **Overview**

Responsible for services and programs in the City of Sweetwater's Mildred and Claude Pepper Senior Center, which serves approximately 182 registered congregate clients and 116 homebound clients. Services include, but aren't limited to: The provision of two (2) daily meals to congregate and homebound clients; daily activities (bingo, art, dominoes, music, weekly excursions, presentations of educational and entertaining nature etc); transportation for congregate clients; and all administrative processes related to the aforementioned services.

#### **Job Duties/Essential Functions (not intended to be all-inclusive)**

- Develops and oversees daily operations for congregate and homebound services.
- Oversees and evaluates all Senior Center staff.
- Establishes, maintains and updates personnel standards and operating procedures.
- Ensures compliance with funding sources, the DOEA handbook and all other applicable laws and codes.
- Works and provides guidance to the City's Finance Department to develop financial controls and monitor expenditures.
- Responsible for client satisfaction; resolution of conflicts, issues and/or complaints; and for the development of new programming.
- Works with the Finance Department to develop an annual department budget.
- Works with Center's Dietician to develop nutritionally-balanced meal plans in accordance with National RDA standards.
- A variety of other duties related to the functioning and compliance of the Senior Center.

#### **Qualifications/Requirements**

- Requires at least five (5) years' experience related to the management of Alliance for Aging and/or DOEA-funded senior centers along with working knowledge of OAA, LSP and NSIP grants, unit/cost methodologies/service cost reports.
- 2 or 4 year degree from an accredited college or university preferred in Social Work, Public Administration, Business Administration or any other related field.
- Bilingual (English/Spanish) strongly preferred, which is essential for effectively communicating with a predominantly Spanish-speaking clientele.