



## CLASS SPECIFICATION

Class Title: Senior Center Coordinator  
Department: Health – Senior Services

Class Code: 516  
Eff. Date: 01/05/04  
Grade: 21  
Revised: 10/25/18

### GENERAL PURPOSE

Under broad supervision of the Division Director or Bureau Manager, responsible for the daily operation of a senior center. Leads and coordinates programs and activities; supervises staff and volunteers.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Supervises staff and volunteers; participates in hiring, orienting and training; assigns and reviews work; performs employee performance plans and evaluations in accordance with policies, procedures and practices; Identifies and addresses employee performance/behavior problems in a timely manner. Manages conflicts that arise with clients, volunteers, or staff; reports and documents serious conflicts in a timely and accurate manner.

Ensures the development and implementation of a congregate or community dining meal program, health promotion, and recreational programming. Integrates programs and services that benefit older adults and their caregivers. Acts as an advocate for older adults and their needs; provides information/referral services to clients and their families including assistance with Medicare enrollment and information regarding resources available to them in the community.

Assures full Center utilization to accommodate older adults and their caregivers. Works with the Activities Coordinator to introduce programs, events, and classes. Develops measurable goals and objectives for the Centers' programs and services. Participates in quality improvement projects and evaluation of services. Conducts participant satisfaction surveys; evaluates surveys and recommends changes to improve services and participant satisfaction. Oversees and ensures timely collection and accurate data entry of required elements. Assists the Bureau Manager in preparing accurate reports regarding required data and outcome measures.

Supervises transportation for Center activities including daily trips to the Center for meals and activities; works with the Food Service Coordinator in the delivery of meals to the homebound. Works with Bureau Manager in planning tours and trips for seniors. Reports vehicle maintenance and repairs.

Monitors daily and monthly expenses and revenue of the Center: oversees and handles monies collected by the Center in accordance with County and Department policies, procedures, and practices; complies with all Senior Services policies related to the collection of contributions and fees. Works with the Bureau Manager and Division Director to ensure the Center operates within approved budget.

Develops and maintains an emergency preparedness plan inclusive of staff and participant call-down lists, and senior emergency contact information. Ensures availability of emergency meals, and plans for service in times of disaster. Complies with County, Department, and Division risk management policies and procedures. Accommodates and schedules use of the Center by outside groups in accordance with policies, procedures, and practices; oversees the use and cleanup of the Center for all functions.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

Graduation from an accredited college or university with Bachelor's Degree in gerontology, social work, health education, recreational therapy, business or a related field, plus two (2) years of full-time related work experience. An acceptable combination of education and experience may be considered. Preference for supervisory experience. Preference for Gerontology Certificate from accredited institution.

### 2. Special Qualifications:

Must possess, or obtain within three (3) months of hire date, a valid Food Safety Managers certification.

Must pass a criminal history background investigation.

Must furnish personal transportation for on-the-job travel.

Must possess a valid Utah Driver License.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

### 3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: Davis County Senior Services programs, policies and procedures; gerontology and community resources, and recreational activities for older adults; effective supervisory practices and techniques; County Policies and Procedures; department policies and procedures. Working knowledge of: budgeting and bookkeeping practices.

Skill in: using all applicable computer hardware and software programs/applications, including Microsoft and Google applications; office equipment including a multi-line telephone, multi-use copier, calculator, etc.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah

motor vehicle rules and regulations.

Ability to: assign, supervise, and evaluate the work of others; exercise sound independent judgment; address performance problems in a timely manner; relate well to employees, center patrons, volunteers, and the public; apply critical thinking skills; analyze and solve problems; respond to complaints; coordinate schedules and services; prepare narrative and statistical reports; efficiently use computer hardware and applicable software; communicate effectively (verbally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, Center patrons/families, other agencies, and the general public.