

Greene County Human Services

Job Announcement – SENIOR SERVICE CENTER MANAGER

Hourly Rate: \$15.52 (Grade 6, Step 0)

***This is a full-time, provisional appointment.
Permanent appointment is contingent upon Civil Service examination.***

The work involves responsibility for overseeing the operation of a Senior Center designed to provide a diversified program of nutritional and social services to senior citizens. The incumbent is responsible for overall center programs, activities, and food services. This position differs from that of Meal Site Manager by virtue of its added job duties and level of responsibility in the performance of these duties. Acts as a liaison between the Department of Human Services and the community. The work is performed under direct supervision of the Coordinator of Nutrition Services. Supervision is exercised over subordinate personnel including volunteers. Does related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Demonstrated knowledge of characteristics, needs, and interests of older people; Ability to read and write, follow written and oral instructions, and maintain records; Ability to supervise and work cooperatively and courteously with others; Ability to assume leadership and take initiative; Ability to exercise judgment in delegating duties; Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited New York State registered college or university with an Associate's Degree in the social or behavioral sciences, human services or resources, public health, public administration, recreation or education **and** three (3) years of progressively responsible experience in the delivery of human service programs or nutritional services; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma **and** five (5) years of full time experience or its part time volunteer equivalent in the delivery of human service programs* ; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B.

***Human Service Programs:** programs related to public assistance, education, physical and social rehabilitation, unemployment, poverty, health care, or similar.

SPECIAL REQUIREMENT: Must have possession of valid driver's license appropriate to the vehicle(s) operated at the time of appointment and maintain that license throughout employment.

Submission of a Greene County employment application is **required** that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

Applications can be obtained at:

<https://www.greengovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com.

NOTES:

- Food Service experience is helpful but not a requirement to meet the minimum qualifications of this position.
- Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and back ground check.