

**MAJOR FUNCTION**

This is administrative, professional and supervisory work coordinating a comprehensive array of initiatives targeted toward creating and maintaining the City of Tallahassee community as an environment sensitive to and responsive towards the needs of older adults. Work involves supervising the staff, programs and services of Senior Services and the Senior Centers, including an extensive Health Prevention Program staffed by a Registered Nurse, as well as developing, coordinating, implementing and evaluating other service intervention strategies; advocating for the City's position on issues affecting seniors, grant writing, and making recommendations for efficient and effective delivery of enhanced services to senior residents throughout the community. Work is performed under the administrative direction of the Assistant Director-Parks, Recreation & Neighborhood Affairs, with considerable independence, judgment, and initiative. Work is reviewed through reports, conferences and observations of the results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, assigns, schedules and directs the daily operations and employees of Senior Services. Serves as the Executive Director of the TSC Foundation non-profit that provides significant funding for the programs of Tallahassee Senior Services. Plans and oversees the execution of special programs, events and initiatives offered through the Centers. Coordinates the City's participation in initiatives designed to identify, evaluate and meet the needs of the senior community, including Tallahassee's Age Friendly Community Initiative. Identifies initiatives and possible funding sources to enhance and expand services to the senior community. Manages all aspects of program improvement, document submission and program evaluation for maintaining the Standards of the National Institute of Senior Centers and ensures that requirements are met for the State definition of Senior Centers in Florida Statutes. Analyzes pending legislation and provides expert testimony to further the City's and older adults' interests and needs, as applicable. Serves on local, state or national boards and committees and consults with formal and ad hoc groups whose goals are to further the interests of the senior population. Administers and directly supervises the highly specialized senior nursing and health program offered through Senior Services. Develops quality and productivity improvement measures to improve available services and their effectiveness. Develops grant proposals to secure additional funding, including associated program design, implementation, scheduling and budget preparation. Performs complete staff work in the development of the content, analysis and evaluation of senior issues that affect the City/County Comprehensive Plan. Prepares the annual budget for the center. Prepares status reports regarding milestone accomplishments scheduled in program plans. Oversees the development and implementation of the communications, public information, community outreach, marketing and fundraising for Senior Services. Recommends the hire, transfer, advancement, discipline, grievance resolution and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Oversees building maintenance and security. Attends and conducts staff meetings. Must be available to work some evenings and weekends. On call during storm and hurricane preparations and post-storm City assignments. Attends City Commission meetings and other meetings as required. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of the human services, gerontology and trends and issues impacting older adults. Considerable knowledge of pertinent rules and regulations governing a Senior Center's operations. Thorough knowledge of the principles and practices of

acceptable methods for the collection and analysis of data, and the preparation of reports and studies. Thorough knowledge of the local, state and national network of services available to senior residents. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to supervise employees in a manner conducive to full performance and high morale. Ability to establish effective working relationships as necessitated by the work. Ability to prepare budgets and compile statistical data. Ability to analyze and interpret data. Ability to communicate effectively, clearly, and concisely, both orally and in writing. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in gerontology, non-profit management, education, public administration recreation, sociology, social work, planning, business or a related field, and five years of progressively responsible experience that includes supervision or management of a senior services or non-profit agency, government services, or charitable business or program which focuses on senior services, human services and issues affecting older adults; or an equivalent combination of training and experience.

Established: 02-13-01  
Revised: 01-09-03  
04-16-04\*  
01-25-11\*  
04-02-24