

SENIOR CENTER DIRECTOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional and supervisory work in directing and administering the programs, operations, and functions of the Madison Senior Center. The work includes overseeing program and fiscal planning, staff supervision, public relations, fundraising, and facility utilization and maintenance. The Senior Center Director also serves as the City Staff Person for both the Senior Center Foundation, a 501(c) non-profit, and the Committee on Aging. These respective roles require considerable skill and discretion in the integration/coordination of resources and their effective utilization. Work is performed with a high degree of independence under the policy direction of the Committee on Aging, a community advisory council, and the administrative supervision of the Community Development Division Director.

Examples of Duties and Responsibilities:

Direct the staff of the Madison Senior Center. Hire, train, orient, assign, supervise, and evaluate the work of programmatic, maintenance, clerical, hourly and volunteer staff. Establish work priorities, coordinate work and work flow, and inspect the work for accuracy and compliance with applicable policies and procedures. Perform related personnel management, labor relations, and affirmative action activities.

Develop and administer the Senior Center budget including the Senior Center Trust Fund. Develop and submit grant applications to support staff and older adult programs, services and activities. Prepare various statistical, analytic, and annual reports. Represent the Senior Center in a variety of administrative, community, and professional meetings.

Staff the Committee on Aging and oversee the staffing of its sub-committees. Develop and recommend policy and long range plans on the use and functions of the Senior Center for consideration by the Committee on Aging, Mayor and Common Council. Interpret Senior Center policies, procedures and regulations to the staff and public. Develop systems and procedures for receiving and resolving public complaints. Evaluate and report on the Center's programs activities, and needs, including budgetary needs.

Direct the administration, functions and finances of the Madison Senior Center Foundation, a 501 (c)(3) organization. This involves managing investments, preparing board meetings and materials, and preparing required IRS filings and reports.

Review service initiatives for older adults and/or for general needs submitted through the Community Development funding process. Encourage and/or assist with the development of proposals. Monitor activities of contracted agencies to ensure compliance with program objectives and expectations.

Review legislation, proposed legislative and regulatory changes relative to older adults. Make reports and recommend changes, actions or specific legislation. Communicate information to appropriate groups and individuals.

Develop and monitor contracts with non-profit agencies and other service providers. Prepare and present regular written and oral reports to the appropriate review committees.

Develop, supervise and/or coordinate Senior Center programs, special events, and fundraising efforts. Act as a reference source for other agencies dealing with older adults relative to senior programming and the needs of older adults. Coordinate the development and presentation of programs of City-wide and regional interest to both older adults and those providing services to older adults. Maintain cooperative relationships with the Madison Senior Coalitions and the City's Community Services Unit.

Identify potential funding sources to meet the needs of older adults. Collect necessary data and information to prepare grant proposals and budgets. Meet with appropriate agencies and groups to discuss draft proposals. Finalize and submit proposals. Establish and maintain necessary administrative policies, procedures and recordkeeping systems. Prepare and submit required reports and data.

Manage the physical facility, which includes planning for and/or overseeing general maintenance, equipment repairs, building system repairs, and interior and exterior decoration. Oversee the rental and scheduling of agencies and groups utilizing the facility.

Determine the need for supplies and equipment and facility improvements and renovations for the Senior Center. Develop and oversee the development of various computerized record keeping systems, (e.g. attendance, fees, rentals, equipment use, membership, etc.) Coordinate and approve requests for printing, maintenance, and other interdepartmental requests.

Represent the Senior Center in respect to aging network agencies, other governmental agencies, current/potential participants, the media, elected officials, and the general public.

Plan, develop, and oversee a variety of fundraising events and campaigns including soliciting and negotiating sponsorships and community/business donations and partnerships. Conduct donor campaigns including targeted mailings. Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of social, economic, physical and personal issues important to older adults of all ages and abilities. Thorough knowledge of program planning techniques and methodologies. Thorough knowledge of administrative activities including budget and grant development, program administration, and facility operations and rental. Working knowledge of administrative budgeting and recordkeeping procedures and practices. Working knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Knowledge of the administration of a 501 (c)(3) non-profit foundation. Knowledge of policies, regulations and administrative procedures affecting older adults. Knowledge of citizen participation and board governance processes. Ability to hire, train, and supervise staff. Ability to develop and oversee effective recordkeeping systems. Ability to plan for and implement effective space and facility management considerations. Ability to establish policies and procedures for

