



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

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Town of Sudbury
Senior Center Director

The Town of Sudbury seeks a Senior Center Director with superior leadership skills to work in our new Fairbank Community Center. The Director is appointed by and works under the management direction of the Town Manager. The successful candidate will possess excellent administration, management, interpersonal, and organizational skills. Knowledge of federal, state, regional and local agencies and organizations within the elder services network is essential. The Director works closely with the Sudbury Council on Aging to identify the needs of the Sudbury older population and to develop relevant broad policies related to those needs. Minimum qualifications: Bachelor's degree and three years responsible experience in human services and elder services management, or equivalent combination of education and experience.

Candidates *must* meet minimum requirements contained in job description posted on town's website at www.sudbury.ma.us/departments/HR. Starting salary range: \$91,647 to \$102,854 DOQ; full range to \$116,038. Letters of interest/resume may be sent to Asst. Town Manager at bilodeaum@sudbury.ma.us until Tuesday, January 14, 2025 at noon. Resumes reviewed as received. Position open until filled. AA/EOE

See complete job description for qualifications below.

JOB DESCRIPTION
SUDBURY SENIOR CENTER DIRECTOR

Definition

Works under the management direction of the Town Manager. Determines needs, develops and administers the delivery of programs and services for the older adult population and their families in the Town of Sudbury. Is responsible for creating, implementing, and supervising all areas of operation of a multi-purpose senior center. These include personnel and facility management, fund development and fiscal management, volunteer and staff management, as well as program planning. Works closely with the Sudbury Council on Aging to identify the needs of the Sudbury older population and to develop relevant broad policies related to those needs.

Distinguishing Characteristics:

Performs varied duties of a responsible and complex nature requiring the exercise of considerable judgment and initiative.

Errors could result in delay and confusion, cause adverse public relations, and have legal repercussions.

Communicates frequently with town officials and employees, governmental agencies, business and community groups, and the general public. Has access to a wide range of confidential information about town residents, including financial, medical, social, physical, psychological, emotional, and legal matters.

Negligible physical effort required to perform duties under typical office conditions. May need to assist with rearranging furniture for room setups, along with other staff.

Supervises the Senior Center staff.

Job Environment:

Work is generally performed under typical office conditions in a fast-paced environment. Noise is moderate in level. Employee must be able to perform duties while being constantly interrupted during the work day.

Regularly operates telephone, computer, printer, and standard office machines as needed.

Interacts daily with general public, employees, other departmental employees, other town departments and vendors, local town officials. Communication is generally in person, by telephone, in writing and by e-mail.

Has access to confidential information that requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in confusion, delays or loss of service, adverse public relations, and legal ramifications

Essential Functions of the Job:

Identifies and assesses community needs for services to the senior population. Develops short and long-range plans and objectives to respond to identified needs. Reports to the C.O.A. Board at scheduled monthly meetings. Prepares financial statements and other documents for Board meetings. Makes recommendations to the Council on Aging based on information from staff, federal, state, regional and local agencies and groups concerned with community-based services to the elderly.

Supervises the Assistant Director/Outreach Coordinator Specialist and ensures that support services are carried out. These include the maintenance of an up-to-date data bank of information pertinent to seniors, appropriate referrals, dissemination of information relevant to seniors on matters of health, insurance, federal and state initiatives, legal issues, etc. Insures that at-risk seniors and clients are referred to the Town Social Worker for case management.

Works closely with a Volunteer Coordinator in designing and implementing volunteer programs that assist frail elders in their homes. These programs include but are not limited to the Friendly Visitor, Grocery Shopping Service, and ~~In-home~~ Fix-it programs.

Supervises the Administrative Assistant to ensure that recordkeeping and important routine tasks are carried out efficiently and accurately.

Oversees the Sudbury Connection Van service, and supervises the Van Drivers. Transportation is provided to seniors and disabled residents within Sudbury. Provides financial management of van maintenance and addresses problems as they occur. The Senior Center Director represents the Town on various committees and agencies.

Recruits and provides ongoing support for programs at the Sudbury Senior Center that will enhance the lives of seniors in Sudbury such as: the Lifelong Learning series, fitness/wellness programs, and digital literacy. Regularly evaluates these and all other programs to ensure continued quality and effectiveness.

Disseminates information to all seniors in Sudbury about Senior Center activities and issues of general concern or interest through a monthly newsletter. Is responsible for the composing and distribution of said newsletter. Prepares the C.O.A. section of the Town Annual Report.

Supervises the Coordinator of Volunteer Programs who recruits, screens and trains volunteers to provide services to the seniors of the Town. In consort with the Coordinator of Volunteer Programs (CVP) conducts CORI checks of volunteer candidates. Provides administrative support as the program requires. Ensures that volunteers are appropriately recognized for their services.

Responsible for daily operation of the Sudbury Senior Center; hires, trains and manages Senior Center staff, including performance evaluations. Develops and manages annual budget; designs and implements improvements in office procedures where appropriate which includes but is not limited to computerization of recordkeeping, training of staff in emergency procedures and best practices. Works with the Facilities Director to ensure proper maintenance of the Sudbury Senior Center.

Writes grant proposals to further Senior Center activities including, but not limited to, the Executive Office of Elder Affairs, the Sudbury Foundation, the Sudbury Cultural Council, and other appropriate grants. Compiles statistics and completes the Annual Report required by Executive Office of Elder Affairs.

Participates in the activities of the Massachusetts Council on Aging, including conferences and other meetings. Participates in trainings organized by the MCOA. Participates in committees that promote the interests of senior residents of Sudbury including housing, Senior and Veterans Tax Relief, transportation and other various areas. Attends other meetings that will benefit the Town's seniors, such as the Friends of the Sudbury Senior Citizens.

Performs other duties as required.

Recommended Minimum Qualifications:

Education, Training, and Experience:

Bachelor's degree in human services, social work, community health, or related field; three to five (3-5) years related work experience preferably with the older adult population; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Valid MA class D driver's license required. Knowledge of HIPAA regulations and ability to maintain client confidentiality.

Special Requirements

CPR and first aid certification recommended.

Acceptable CORI required.

Knowledge, Ability and Skill:

Knowledge:

A knowledge base of principles and practices in the field of aging.

Working knowledge of federal, state, regional and local agencies and organizations within the aging network. Thorough knowledge of office equipment and excellent computer skills.

Ability: Ability to interact with seniors with sensitivity, tact, and understanding. Ability to respect and maintain confidentiality and to communicate clearly, as well as diplomatically, in written and oral form. Ability to work independently and be self-motivated. Ability to organize and motivate individuals and groups effectively to gain support for quality programs and services for older adults. Ability to supervise staff in an effective and harmonious manner; and able to delegate authority effectively and efficiently.

Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages.

Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

Skill: Professional administrative skills, including strong interpersonal communication skills, writing skills, as well as solid computer skills (Word, Excel, PowerPoint, etc.). Excellent organizational skills and exceptional customer service skills are of the utmost importance.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties require the ability to exert moderate physical effort in sedentary to light work, but at times involve some lifting, carrying, pushing, and/or pulling of common objects and materials such as paper, files and tables and chairs (up to 50 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Ability to stand, walk, sit, talk, listen and use hands to operate office equipment, including keyboard and calculator at an efficient speed. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Essential functions require close vision for regularly working with details, numbers and complex documents and view computer screens. Tasks require the ability to communicate orally.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change).