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## ***EMPLOYMENT ANNOUNCEMENT***

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**POSITION:** Elko Senior Activities Program Director

**SALARY:** *Salary will be dependent upon education and experience.*

**APPLICATION DEADLINE:** Open until filled – First application review April 22.

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The Elko Senior Center is seeking qualified applicants for the position of Director for the Elko Senior Activities Program. This position is responsible for the overall management of the program under general guidance from the Senior Center Board. Responsibilities include direction of staff, administration of grants and resources, budgeting, oversight of various programs, and coordination with other agencies to ensure program success. Must possess the knowledge of principles and practices of management and supervision; principles of budget preparation and administration; social and nutritional needs of seniors; funding sources, community resources and the laws and regulations which pertain to senior nutritional programs. Must have the ability to administer projects and operations consistent with federal, state and County policies and goals; supervise staff; plan, direct, and evaluate the work of department staff; work effectively under the pressure of deadlines and demands; establish and maintain effective working relationships with all levels of County staff, elective and appointed bodies and the general public. Must possess a BA in public administration, social work or related field and/or at least two (2) years of staff supervision in a senior medical or nutrition program or other social service program.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at [www.elkocountynv.net](http://www.elkocountynv.net).

Elko County Human Services  
540 Court St, Suite 105 (Physical Address)  
571 Idaho St. (Mailing Address)  
Elko, NV 89801  
(775) 738-4375 phone  
(775) 738-5984 fax

**Elko County is an Equal Opportunity Provider and Employer.**

**In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.**

**Salaried Position Description - Director**

Implement, administer, & coordinate center's programs & facility to:

- Provide adequate nutrition for seniors and manage the County's nutrition program
- Meet social needs of seniors
- Provide an enjoyable environment that self-recruits new members.
- Administration of grants and direction of staff
- Manage other community service program grants as assigned

**Job Duty Description:**

Responsible for general management of Senior Center. Manage the County's senior nutrition program including administration of grants and direction of staff; manages other community service program grants as assigned. This is a single position responsible for the overall management of the Elko Seniors Activity Program and for the supervision of its staff and management of its resources consistent with the program policy guidance of the Board of Directors and the terms and conditions of funding grants and the policy direction of the County Board of Commissioners.

**Grants and Funding**

- Act as a liaison with State Division of Aging Services, other government agencies, and the public on matters related to services for older residents of the County.
- Follow and become familiar with all requirements and procedures for ADSD Grant Programs
- Follow and become familiar with nutrition specifications and nutrition services per ADSD
- Responsible for certification of homebound clients for Meals on Wheels (MoW) Program, per Aging & Disability Services Division (ADSD) program requirements.
- Manage ADSD grant funded congregate meals program. Ensure Program Instructions for Nevada (PIN's) are adhered to. Review and approve menus; must meet nutritional guidelines, and eye-appeal.
- Prepare and submit all required federal, & state reports. Prepare and submit all grant required monthly & quarterly reports.
- Research additional grant funding opportunities and give information to Board of Directors in a timely manner.
- Maintain compliance with all stipulations for grant funding. Prepare grant funding applications. Implement grant funded programs.

**Management and Administration**

- Supervise, coordinate & lead center staff. Director has the authority to hire, discipline, & terminate employees. Sets job duties & goals for staff positions. May delegate authority for program duties. Maintain locked personnel files.
- Conduct yearly performance reviews with staff members.
- General office management to include: banking, petty cash, & payroll, including tax calculations & submissions to Elko County.
- Receives and verifies time cards, bills, invoices, purchase orders, and related materials; tabulates amounts, codes data for processing; adjusts and balances totals; traces and corrects errors; prepares bank deposits; maintains fiscal records.
- Implementation of policies and procedures to ensure smooth center operations – any type of change in policy and procedure should be discussed with board members, and they are to be made aware of changes.
- Prepare and submit all required federal, & state reports. Prepare and submit all grant required monthly & quarterly reports.
- In conjunction with the cook, director prepares menus for meals served at the site; controls raw food purchases to assure compliance with budgetary and nutritional requirements; finds lowest cost providers; orders and

receives food for preparation of meals; supervises the preparation of meals; assists in preparation of meals as needed.

- Coordinate maintenance of the facility grounds with County Staff and volunteers.
- Prepare annual center budget.
- Prepare monthly report to the Board of Directors. Be present at monthly Board meetings.
- Director to ensure the center is clean & well maintained.
- Assist the Board of Directors as requested in supervising capital improvements and/or asset purchases.

**Activities and Programs**

- Manage social activities & special events at the Elko Senior Center. Maintain a perpetual events calendar.
- Maintain public awareness of the center's programs through media, community groups, & center participants. Makes verbal and written presentations to public and private groups, provides information to the news media and public regarding department operations; represents the Center and the County with other government agencies and in meetings with the public.
- Work with representatives of other agencies to provide programs for seniors.
- Assist staff members in recruiting additional seniors for membership.

**Knowledge and Experience:**

- Must have management and supervisory skills to include goal setting, human relations training, ability to direct subordinate employees, professionalism, dedication, compassion, self- starter, management style that fosters open communication.
- Must have Financial and Bookkeeping skills to include budgeting, fund accounting, grant applications, policies and procedures.
- A bachelor's degree in public administration, social work, or related field and/or at least (2) years of experience supervising staff in a senior or medical nutrition program or other social service program.
- Knowledge of basic nutrition & health standards.
- Must be able to work independently & multi-task.
- Needs to be organized.
- Experience with computer programs to include: Quick books, and Microsoft Office Programs

Signature of Acknowledgement and Acceptance by \_\_\_\_\_ Date \_\_\_\_\_