

JOB TITLE: AGING SERVICES COMMISSION ASSISTANT (Hourly - Non-Exempt - Full-Time)

ACCOUNTABILITY: The Assistant works under the direction of the Aging Services Commission with communication through the chairperson, the City Administrator and in compliance with City Code and personnel regulations and policies of the Aging Service Commission.

JOB SUMMARY: Is responsible for assisting the Commission in the daily operation of the Senior Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for the day-to-day operation of the Senior Center including, but not limited to: Budget preparation with periodic reviews of same; keeping accurate financial records; purchasing necessary materials and equipment for daily use and fund raisers; submitting bills for purchases to Commission for approval before payment is made by the City; working with the seniors in planning activities; coordinating the work of volunteers; supervising and coordinating fund-raising events; scheduling building rentals; providing building, grounds and vehicle security and maintenance; selling newsletter ads; preparing newsletter for publication monthly; supervising shuttle operations; and in coordination with the Chairperson, preparing materials for Commission meetings, reports to the City Council and Seward County Aging Services Commission.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Assists the Aging Services Commission with other responsibilities as determined jointly by the Chairperson and City Administrator. Provides information on any changes, inconsistencies and/or major problems in operations to the City Administrator.

TRAINING AND EXPERIENCE: Graduation from high school and experience in working with aging programs and/or human services management or equivalent education and experience. Computer literacy required.

SPECIAL REQUIREMENTS: Ability to establish and maintain effective working relationships with the Seward Aging Services Commission, City Administrator and with participants, senior volunteers and the general public; Ability to acquire knowledge of laws/regulations pertaining to senior service programs; Ability to articulate the needs and functions of senior service programs in speech and writing; Ability to operate computer.

Updated 07-15