

Community Connection of Northeast Oregon, Inc.

Position Description

**Union County Senior Center Manager**

Salary Range 35 (\$4,958 - \$7,057 per month)

| Position Classification |
|-------------------------|
| Salary -----X           |
| Hourly                  |
| Overtime Exempt -----X  |
| Overtime Non-Exempt     |
| Safety Sensitive        |

GENERAL STATEMENT OF DUTIES

Manages senior programs and low-income programs, providing a variety of services within the scope of agency mission. Builds community support for agency activities.

SUPERVISION RECEIVED

The individual in this position works under the direction of the Executive Director. Supervision is general, relating to policy, budget, management and initial training. Most day-to-day operations are under the manager's purview.

SUPERVISION EXERCISED

Supervises up to 10 staff members including: Self Sufficiency Coordinator, Care Coordinator, Office Specialist, Head Cooks, any other staff not listed as well as numerous volunteers.

TYPICAL EXAMPLES OF WORK (Any single position will not usually involve all the duties listed, and many positions will involve duties which are not listed).

1. Oversees the daily operations of agency programs such as senior meals and rent and utility assistance.
2. In conjunction with administration staff, develops the budget for the senior center; is responsible for managing the budget throughout the year and for not spending more than the resources available.
3. With approval from the Executive Director, hires, supervises, evaluates and disciplines staff; organizes and supervises staff training.
4. Working with the advisory councils and the Executive Director, sets local programs procedures to meet local needs.
5. Develops and maintains working relationships at the local, regional, and state levels that promote agency effectiveness and enhance client services.
6. Develops appropriate financial resources to support programs including fund raising and writing grants.

7. Promotes agency programs through the media, speaking engagements, participation in community events and other means of marketing.
8. Responsible for preparation of accurate and timely reports and submission to appropriate parties.
9. Actively and regularly, participates in the agency's Safety Program Committee, with the main objective of assisting in the reduction of overall accidents and incidents.
10. Follows agency policies and Executive Director's direction and enforces the same with subordinate staff members.
11. Travels within northeast Oregon and to meetings in other parts of the state, as needed.
12. Other duties as assigned.

#### REQUIRED EDUCATION AND TRAINING (including Accreditation and/or Licensing)

- ~ A college education in planning or administration in social services and three years of experience working with seniors, low-income persons and/or persons with disabilities, is desired. Any satisfactory equivalent combination of education, experience, and training which demonstrates the ability to perform the work may be substituted for the above.
- ~ Education and/or experience in a supervisory role is desired.
- ~ Other training as needed.
- ~ Valid Oregon Driver's License is required.

#### KNOWLEDGE, SKILLS, AND ABILITIES

##### *Knowledge:*

*the body of information you have that can be applied in helping you to do the job*

- ~ Knowledge of state and federal program rules and regulations pertaining to senior programs and low-income programs provided.
- ~ General knowledge of standard office procedures.

##### *Skills:*

*the quantifiable and measured handling of things, data or people, either verbally, manually, or mentally to accomplish an objective*

- ~ General computer skills including, but not limited to, Microsoft Word and Excel, typing, and data entry.
- ~ Critical thinking skills and analytical skills required. Must be self-directed, have good time management and organizational skills.
- ~ Exceptional people skills are crucial, including the ability to solve people problems.

*Abilities:*

*the capacity to perform or to express a given skill*

- ~ Demonstrate the ability to apply the required knowledge and skill listed to a positive work outcome.
- ~ Ability to practice sound judgment in making decisions about difficult program and managerial issues.
- ~ Assimilate, interpret and administer regulations and directives from state agencies
- ~ Demonstrate ability to work with community groups, other agencies, clubs and local governments, while representing the agency professionally in the community.
- ~ Must possess strong writing and communication skills.
- ~ Proficient typing and data entry speeds (approx..40 wpm).
- ~ Proficient in the use of office machines such as fax machines, copiers, multi-line phone systems and calculators.
- ~ Demonstrate the ability to lead/supervise staff in person and on the phone.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- ~ Position predominantly requires sitting but will also include the following: standing, walking, bending, lifting, carrying, and kneeling.
- ~ Ability to lift up to 35 lbs. to move file boxes or office equipment, as needed.
- ~ Noise environment is that of a busy office environment. Frequent telephone use and in-office appointments, as well as in-home client appointments will change this atmosphere.
- ~ Traveling to appointments and/or meetings may result in long periods of sitting while driving or riding in a vehicle.

Must pass a pre-employment drug test and criminal history background check.

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*Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*

*If you need assistance or an accommodation due to a disability, you may contact us at [jobs@ccno.org](mailto:jobs@ccno.org) or you may call us at 1-541-963-3186.*

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**JOB DESCRIPTION ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of this job description applicable to the fiscal year effective as of the revision date below.

I have reviewed and understand the job duties and responsibilities assigned to me in this position.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_