

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

JOB TITLE: Council on Aging Director	
DEPARTMENT NAME: Council on Aging	
FLSA STATUS: Exempt: <input checked="" type="checkbox"/> Non-Exempt: <input type="checkbox"/> Hours worked per week <u>40</u>	EMPLOYEE TYPE: (see General By-Laws Personnel Administration Plan for definitions) Salaried <input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Supplemental Part-Time <input type="checkbox"/> Casual Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/>
REPORTS DIRECTLY TO (INDICATE JOB TITLE) The Council on Aging Board Town Administrator	
I. JOB SUMMARY - <i>Briefly describe the primary function of this job.</i> 1. Provides advocacy and support systems to the Sherborn older adults by working with them to help maintain and improve their independence and quality of life. 2. Assess the needs of older adults, write an annual plan with goals to meet those needs, research funding, develop and evaluate COA services and programs 3. Collaborate with municipal boards, committees, town departments, schools, churches and other community groups to strengthen support for senior citizens. Encourage community participation in COA activities, Promote the older adult's engagement in community life. 4. Manage office staff, volunteers, and the COA office. 5. Be responsible for the COA budget, contracts with COA vendors, accountability for payroll, bills payable and donations along with required reporting. 6. Research and apply for Federal, state and private sector grants that will help meet the needs of older adults. 7. Have knowledge of available subsidies, and financial assistance through private and public agencies. 8. Stay current with and provide older adults information on legislation pending on state or federal level regarding government programs. Publicize COA resources and programing through various print and online sources, including the bi-monthly newsletter, THE LINK and the COA Website. Publicize information from Sherborn community and regional COA's that might benefit Sherborn's older adults. 9. Collaborate with the Friends of the COA to enhance the services and/or programming for older adults and provide funds for projects beyond the means of town financing.	
II. JOB DUTIES - <i>List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.</i> 1. Assess the needs of the older adult population, develop both a short- and long-term plan with the COA Board 2. Attend SB/Advisory/Dept. Head meetings, and other community committees to update Town on the activities of the COA and to ensure that older adults needs are a priority. 3. Recruit and manage staff and tax work off recipients, maintain all client and office files. 4. Supervise Outreach Coordinator in their outreach to Sherborn's older adults and families.	

5. Supervise and evaluate COA programs including grant sponsored programs, and contract for transportation services for older adults.
6. In coordination with COA Board, plan and implement social, recreational, health, educational and travel programs geared towards the interests, needs and financial means of Sherborn older adults.
7. Research and prepare grant proposals to present to the COA Board that will provide funding for existing and new programs/services. Coordinate with regional COA's to increase the probability of grant awards and maximize the number of older adults participating.
8. Work with Friends of the COA Board to raise awareness of the financial and social impact the Friends have in the lives of Sherborn residents. Prepare annual allotment request based on the assessed needs of older adults and present to the COA Board for approval, prior to presenting the request to the Friends of the COA.
9. Attend monthly COA Board meetings to provide monthly reports on staff activities, grant proposals, assessment/evaluation of current programs and services, updates on annual and long-term goals, and to discuss changing needs of Sherborn older adults.
10. Prepare the Formula Grant Annual Report utilizing data from MySeniorCenter. Present the Formula Grant budget to the COA Board and Select Board for approval, ensuring that the budget items meet the Massachusetts Office of Elder Affairs Guidelines.
11. Work with the COA Treasurer to prepare the annual FY budget. Present to the COA Board for approval and then present the approved budget to the Advisory Committee and the Select Board.
12. Attend workshops and conferences for professional development.
13. Act as a mandated reporter in any case involving elder abuse, neglect, self-neglect or financial exploitation.
14. Work with Emergency Management (Police & Fire) to create and implement emergency plans for Sherborn older adults. Share info with Emergency Services to update the Senior Emergency Manual and Database.

III. EDUCATION, TRAINING & EXPERIENCE - *Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.*

1. The minimum level of education required for this position is a bachelor's degree. Master's degree preferred, with courses in community development, social services or related field with at least three to five years progressive experience working with an older adult population.
2. Excellent verbal and communication skills are preferred. Experience in business administration with at least one year in program development and grant writing are preferred. Excellent skills in Word, Excel, Microsoft and Power Point as well as MySeniorCenter are preferred.
3. Ability to establish and maintain a professional office environment, a positive relationship with various boards, committees, and volunteers, to multi-task and to work well with the public, is required.
4. This position requires networking with local and state/regional associations.

IV. COMMUNICATIONS & CONTACTS - *List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).*

Contact	Purpose	Frequency
COA Chair	Reports Senior Needs & Activities	Daily/Weekly
Town Administrator	Update on COA issues and programs	Daily/Weekly
Community Organizations	Maintain Relations	Daily/Weekly
Springwell Services	Grant Opportunities/Social Services	Weekly
Private/Non-Private Sr. Care	Client and Family Referrals	Daily/Weekly
Private Foundations	Grant Opportunities	Weekly/Monthly
State and Local COA's	Grant Opportunities	Weekly/Monthly
Friends of the COA	Special Funding Requests	Monthly
Older Adults	Assist in social service needs	Daily
Family Needs	Provide support services, Info & Referrals	As Needed

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - *Describe the function(s) over which this job has direct accountability and authority.*

Manages the Assistant COA Director, Outreach Worker and COA Volunteers

VI. WORK ENVIRONMENT: *Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.*

Work is performed under typical office conditions with frequent interruptions; Work load is subject to monthly quarterly and annual fluctuations. The Director is also available to meet at residents homes when asked by the resident or family member or requested by Emergency Management (Police/Fire) . Equipment usage includes: computer, scanner, copier, laser and HP printers, fax and telephone.

VII. REPORTING RELATIONS - *Attach and organizational chart if possible indicating where this job fits in the department's operations.*

Council on Aging Board
Town Administrator

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE: <i>Wendy Glassy</i>	DATE: 9/29/23
TOWN ADMINISTRATOR	DATE: 9/29/23
PERSONNEL BOARD	DATE: 9/29/23
COMMENTS: <i>Approved by Personnel 06-12-2023</i>	9-15-23