

CITY OF COSTA MESA
Established Date: 06, 2014

Senior Center Program Administrator

Class Code:
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DESCRIPTION:

Under general supervision, plans, organizes and supervises City Senior Center support staff; provides for training and motivation of assigned staff; performs related work as assigned.

CLASS CHARACTERISTICS:

Under general direction, supervises, implements and coordinates Senior Center activities within the Parks and Community Services Department, including supervising Senior Center programs, staff, volunteers and facilities; coordinates assigned activities with other divisions, outside agencies, and the general public; designs, implements and evaluates program goals and objectives; and provides highly responsible and complex staff assistance to the Recreation Manager.

ESSENTIAL FUNCTIONS:

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

Direct the daily activities, programs and events of the City's Senior Center.

Perform outreach to acquaint senior citizens with Senior Center services and provide information and referral of senior citizens to appropriate community agencies. Coordinate with community agencies to provide legal, public and mental health, social services, adult school and other services and educational courses at the Senior Center.

Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; and implement programs.

Oversee the transport of senior citizens to and from the Senior Center; observe, report and ensure proactive facility maintenance.

Research funding opportunities for the Senior Center including grants; and prepare appropriate reports as necessary.

Develop, recommend and monitor sectional budget revenues and expenditures.

Chair and serve as an advisor to committees and commissions related Senior Center related programs. Attend and make presentations at commission, council and community meetings. Prepare agendas, staff reports and correspondence.

Select, train, supervise and evaluate full-time, part-time and contract personnel.

Monitor program compliance with laws, rules and regulations related to provisions of recreation and community services.

Plan, develop and implement marketing and advertising materials, including news releases, brochures and flyers.

QUALIFICATIONS GUIDELINES:

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

EDUCATION, TRAINING AND/OR EXPERIENCE:

Graduation from an accredited four-year college or university with major coursework in sociology, human

services, recreation, geriatrics or a related field.

Considerable experience in managing, developing, administering and coordinating multiple programs for senior citizens including three (3) years of supervisory experience.

LICENSE AND/OR CERTIFICATE:

Ability to possess or obtain First Aid, CPR and AED (automated external defibrillation) certification within three (3) months of employment required. Possession or the ability to obtain a valid Class C California Driver's License. Revocation of license during employment may result in disciplinary action or reassignment

REQUISITE KNOWLEDGE AND SKILL LEVELS:

Considerable knowledge of the operations, services and activities of a senior services program.

Knowledge of the principles and practices of social services program development and implementation.

Knowledge trends and advancements in senior citizen program planning and implementation.

Knowledge of the methods and techniques of facility management.

Knowledge of marketing theories, principles and practices and their application to social programs, including senior services.

Knowledge of the principles of budget preparation and control.

Knowledge of the principles of supervision, training, and performance evaluation.

Knowledge of pertinent federal, state and local laws, codes and safety regulations, and City policies and procedures.

Skill in motivating and evaluating staff and providing for their training and professional development.

Skill in planning, organizing and implementing a variety of senior programs and activities.

Skill in identifying community senior citizen needs and recommending enhanced programs.

Skill in utilizing Microsoft Office programs.

REQUISITE ABILITIES:

Ability to prepare administrative reports and recommendations.

Ability to communicate clearly and concisely both orally and in writing.

Ability to select, train, supervise and evaluate the work of subordinates and contract staff.

Ability to elicit community and organizational support for senior services programs.

Ability to establish and maintain effective working relationships with the public, fellow employees and community organizations.

SUPPLEMENTAL INFORMATION:

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Please contact Human Resources for a summary of the essential tasks and environmental factors for this classification. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.