

## **SENIOR SERVICES DIVISION DIRECTOR**

### **DEFINITION**

Under general direction of the Public Health Director, to plan, organize, and supervise nutrition and transportation programs for the County's senior population; perform technical tasks in the assigned areas and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single class position with primary responsibility for directing and overseeing the Senior Nutrition sites and drivers for the Senior Transportation Program a Division of the Public Health Agency. Continued employment in this class is contingent upon available funding.

### **REPORTS TO**

Director of Public Health

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Office Coordinator, Nutrition Site Managers, Bus Drivers

### **EXAMPLES OF DUTIES**

Coordinated the Senior Nutrition Program Division of the Public Health Agency; has responsibility for supervising the Division site managers including food preparation, staffing, cleanliness, maintenance of kitchen equipment and hours of operation; coordinate the Senior Transportation Program for Plumas County including supervision of bus drivers, scheduling of buses, maintaining adequate bus routes; assuring adequate maintenance of buses and equipment and required training for bus drivers; and assuring proper training for bus drivers; preparing and administering the division budget in coordination with the Department Fiscal Officer and the Agency Director; monthly cost reports; and other fiscal reports; researches, develops and writes grant requests; provides for senior information and referral; addresses conflicts with staff and seniors as related to program operation; organized and distributes surplus commodities to seniors and other low-income individuals; and performs additional duties as required.

## **SENIOR SERVICES DIVISION DIRECTOR – 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and fax; able to lift 25 pounds.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment, as well as buses; occasionally works outside; some work is performed in varying temperature and humidity; some exposure to smoke, gases or fumes; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles of food service management and administration as they are applied to the Senior Citizen Nutrition Program.
- Principles of transportation management and administrations as they are applied to the Senior Transportation Program, including vehicle maintenance.
- Federal, State and local laws, codes and regulations including Americans with Disabilities Act requirements.
- Principles of personnel supervision, training and performance evaluation.
- Principles of accounting, including fund and payroll accounting.
- Principles and procedures of record keeping and reporting.
- Passenger assisted techniques and wheel chair securement.

#### **Ability to:**

- Analyze situations and adopt effective courses of action.
- Monitor and supervise the work of others at multiple work sites.
- Maintain records and prepares reports; prepare grant applications.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Be adept at conflict resolution.

### **SENIOR SERVICES DIVISION DIRECTOR – 3**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of increasingly responsible experience as a food service supervisor.

Two (2) years experience supervising transportation program including scheduling and vehicle maintenance is desirable.

Equivalent to a Bachelor's degree in institutional food service management or restaurant management.

**Special Training:** An individual without the requisite academic training shall complete, within twelve months of employment, as a minimum:

A Certificate in food service sanitation, and

A Certificate in food service management, business administration or personnel administration.

A Certificate meeting DOT requirements for Drug Testing of employees.

A Certificate as a verification of Transit Trainer Instructor (VIT).

A Certificate as a Bus Driver Trainer as required by the State of California, DMV.

**Special Requirements:** Possession of a class B California Driver's License with a passenger endorsement issued by the State Department of Motor Vehicles; or a class C California Driver's License with the ability to obtain the class B license within the first 12 months of employment; and proof of insurance.