

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH1182774

Date Posted: 01/18/11

POSITION NO: 156033

Closing Date: 01/31/11

CLASS CODE: 3824

POSITION TITLE: SENIOR CENTER SUPERVISOR

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 118 WORKSITE LOCATION: Mexican Springs, NM

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: N610A

Days: Monday-Friday Permanent:  SALARY

Hours: 8AM to 5PM Temporary:  Duration: \_\_\_\_\_ \$ 21,278.40 Per Annum

Part-Time:  No. of Hrs/Wk: 30 \$ 13.64 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under supervision of Program Supervisor. Performs duties of moderate difficulty and having responsibilities for the following: To manage Senior Citizens Center operation within a community chapter. To administer the Older Americans Act (OAA) Title III services, which includes Social Support Services, Congregate and Home Delivered meals to elder population. To manage all services, fiscal and human resource activities at Senior Center, which include but not limited to food purchases, ensure preparation of nutritious meals, requisitions, chapter cost-sharing, technical assistance to local senior council, code compliance, employee/volunteer training, correspondence, recording and reporting, complying with contractual services, and employee discipline and promotions.

To assist Cooks and Drivers as an incidental duty. To advance the elder's standards of living, productivity and self-reliance through communication, collaboration, coordination and consultation with appropriate agencies, programs and resources. To engage in community-based planning and its implementation for chapter community, which includes but limited to facility renovations, attending chapter meetings/staff meetings, chapter emergency committees, taskforce committees and other futuristic planning.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

three (3) years experience in office management or related to administration of elderly; one (1) year of which must have been in a supervisory/lead capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

***(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Must be bilingual, be able to work overtime and weekends.

**License/Certification Requirements:**

Must possess a valid state driver's license, a Navajo Nation Vehicle Operator's Permit, and Food Handler's Permit. Must obtain within 90 days of employment: a Cardiopulmonary Resuscitation (CPR) Certificate and a First Responder Certificate.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: 1-15-99**