

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

REQUISITION NO: DOH1164051

Date Posted: 08/29/11

POSITION NO: 153645

Closing Date: 09/12/11

CLASS CODE: 3824

POSITION TITLE: Senior Center Supervisor

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 116 WORKSITE LOCATION: Lukachukai, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R61A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: \_\_\_\_\_ \$ 29,390.40 Per Annum

Part-Time:

No. of Hrs/Wk: 80 \$ 14.13 Per Hour

**DUTIES AND RESPONSIBILITIES:**

The Senior Center Supervisor have a responsibility for the following: 1. Insure that appropriated amount of nutritious Food is prepared for elderly at the Center; 2. Insure that the Cook and the Van Driver maintain their required logs, i.e. mileage log their the van , menu and number of meals prepared; 3. Assist the Cook and Van Driver, feed elderly participants and other guest that partake of the meals at the Center. 4. Make home deliveries of meals when the Driver is on leave. 5. Prepare Travel Authorizations, Purchase Requisitions, Receiving Reports, and others; 6. Insure that all expenditures are posted in the ledgers; 7. Review, prepare and answer correspondences; 8. Perform task assigned by the Agency Coordinator; 9. Compile and submit to the Agency Office monthly narrative reports/statistical information; 10. Attend Chapter Meetings.

**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 transcripts, degree, certificates, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Must be able to work under extreme pressure and be bilingual. Must be able to work overtime and on 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*