

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH11614652 DATE POSTED: 11/13/17
POSITION NO: 152834 CLOSING DATE: 11/28/17
POSITION TITLE: Senior Center Supervisor

DEPARTMENT NAME / WORKSITE: DOH/Navajo Area Agency on Aging, Rock Point Senior Center, Rock Point, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A161A
WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 31,948.80 PER ANNUM
SEASONAL: DURATION : _____ \$ 15.36 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under the 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, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and three (3) year experience in office management or administration of elderly; one (1) year of which must have been in a supervisory/lead capacity; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation is required.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge in financial management, general Human Resource, business planning, computer literate. Able to speak Navajo and English language without difficulty. Depending on the needs of the Nation

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.