

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1193820

Date Posted: 07/05/11

POSITION NO: 153606

Closing Date: 07/18/11

CLASS CODE: 3824

POSITION TITLE: Senior Center Supervisor

DEPARTMENT NAME: Navajo Area Agency on Aging/Senior Citizen Center Program

DEPARTMENT NO: 119 WORKSITE LOCATION: Red Mesa, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R61A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8:00 a.m. - 4:00 p.m.

Temporary:

Duration: _____ \$ 29,390.40 Per Annum

Part-Time:

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

DUTIES AND RESPONSIBILITIES:

Plan, organize, assign and coordinate activities of workers in Senior Citizen Center engaged in providing meals and transportation for the elderly; assign employees in such task as cleaning the facilities, cooking and serving meals and delivering food trays for elder clients at home; purchase supplies, post information of activities for the employees and participants; ensure mileage logs are maintained for vehicles and number of meals served are recorded. Assist in feeding the elder participants, preparing meals, and as incidental duty operates motor vehicle; serve as contact person to Local Senior Council in providing technical assistance; submit receipts, itemized listings, monthly and quarterly reports, coordinate office services and day to day operations; review, prepare, and answer correspondence; attend chapter and other meetings. Plan and carrying out the training and development of employees. Able to perform all reports and input data into the computer.

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:

Ability to properly interpret regulations and policies and to make decisions in conformance with them; ability to plan, organize and coordinate the work of a group of employees performing varied operations and to develop and refine work procedures; ability to establish and maintain effective working relationships. Some knowledge of business practices, procedures and office management; some knowledge of basic accounting principles; some knowledge of food service equipment; some knowledge of the characteristics of various foods prepared, e.g., color taste, consistency, volume, and cooking time, computer literate, knowledgeable with computer software.

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