

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1174190

Date Posted: 10/10/11

POSITION NO: 150428

Closing Date: 11/21/11

CLASS CODE: 3824

POSITION TITLE: Senior Center Supervisor

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 117 WORKSITE LOCATION: Tohajiilee, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R61A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8 AM - 4 PM

Temporary:

Duration: _____ \$ 29,390.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.13 Per Hour

DUTIES AND RESPONSIBILITIES:

Plan, organizes, assigns and coordinates the activities of staff and volunteers at the local Senior Citizen Center engaged in providing meals and transportation for the elderly; plans and coordinates health and social activities for elderly; is responsible for ensuring all statistical and fiscal data is properly maintained and submitted to the agency office in accordance with established deadlines. Assists in preparing daily meals for elderly participants, assists in providing transportation services to clients; provides technical assistance and serves as contact person to the Local Senior Council; coordinates office duties and day-to-day operation of the senior citizen center; and attends chapter and other meetings.

Plan and conducts staff training; actively pursues available resources for the program expansion; ensures adequate supplies are on hand; is knowledgeable and supportive of management goals and policies; is a strong team builder and advocate of services to the elders. Prepares travel authorizations, purchase requisitions, receiving reports; ensuring all expenditures are posted in the ledgers; performs task assigned by the agency Program Supervisor II.

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 be 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:

Some knowledge of business practices/procedures, office management, basic accounting principles; food service preparation. Possess leadership, and team building skill and bilingual.

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: 05/06/2010