

Name: _____

Address: _____

**INSTRUCTIONS TO APPLICANTS
for**

Senior Services Coordinator

1. Please fill out the enclosed application form and attach a copy of your resume together with any additional documentation that you may wish to have considered with your application;
2. Applications will be screened down to approximately four (4) who will be contacted for an interview. Please do not continue to contact this office as those who will be interviewed will be determined on the basis of the application and resume. Those interviewed may be required to demonstrate their proficiency at needed skills;
3. All applications must be returned to the County Administrator's Office by 4:00 pm on June 23, 2023, and;
4. Please type or neatly print your name and address on the spaces provided on this sheet, then staple this sheet and the remainder of this packet in the front left hand corner of your application and resume.

Fabian L. Knizacky

Administrator

EMPLOYMENT OPPORTUNITY

Senior Services Coordinator

For the

County of Mason

The County of Mason is seeking a qualified individual for the part-time position of Mason County Senior Services Coordinator. Individuals applying for this position must possess excellent communication and administrative skills. The successful candidate will be responsible for the coordination of senior services within the County of Mason. Interested candidates are asked to submit a resume, job application packet, and letter of interest to Fabian L. Knizacky, Mason County Administrator, at fknizacky@masoncounty.net or at 5300 W. US 10 Highway, Ludington, MI 49431. Job application packets can be found on the County Administrator page at the www.masoncounty.net or at the County Administrator's office. Please indicate "Application for Senior Services Coordinator" in the subject line. Applications are due by 4:00 pm on June 23, 2023. The County of Mason is an Equal Opportunity Employer.

I. JOB DESCRIPTION – SENIOR SERVICES COODINATOR

Senior Services Coordinator

General Summary

Under the general direction of the County Administrator, serves as the coordinator of the County Senior Services Program. Plans all programs, services and employees involved in meeting the needs of the elderly population in the County. Oversees the budgeting of monies received from millage and other funding sources. Develops and maintains a cooperative image within the county and its various communities and agencies. Oversees the development of materials to market the County Senior Services Program and the needs of the elderly. Serves as a resource for seniors for their questions and concerns. Coordinates with local, state, and federal agencies to insure utilization of resources in providing services and programming.

Essential Functions

1. Participates and takes a lead role in community events relating to senior health and enrichment.
2. Coordinates with other agencies to help ensure utilization of local resources in providing educational, health promotion, and other programming for seniors. Performs public speaking before various groups to help communicate the mission and services of the agency and publicize issues facing seniors.

3. Performs administrative tasks. Oversees budgeting process and administration of millage funding, along with grants and monies received from funding sources.
4. Does assessments of services and programming to meet changing needs.
5. Offers a support network to independent centers.
6. Maintains knowledge of local, state and federal assistance programs and their eligibility criteria. Attends training and seminars to stay current. Assures that program minimum standards and agency policies and procedures are followed.
7. Surveys and plans for the needs of the elderly. Researches new programs and services to foster the dignity, independence and purpose for older adults
8. Directs the development of the budgets for the County Senior Services Program. Monitors the fiscal performance and ensures adherence to required budgetary guidelines.
9. Researches alternative funding sources including grants, donations, and other innovative approaches to develop meaningful services for older adults of the County.
10. Markets the programs and services of the Commission. Assists in the development of brochures and other publicity materials and meets regularly with community representatives, County agencies, the media and others to explain the services provided, as well as the on-going needs of the elderly. Fulfills public speaking engagements.
11. Represents the Commission externally by participating in state and local organizations regarding senior issues. Maintains effective communication and liaison between the Board, the County and collaborative agencies.
12. Prepares and maintains a variety of files, records and reports as directed by the Board of Commissioners. Ensures that required federal and state reports and documents are filed timely and accurately.
13. Develops and implements department-wide policies and procedures and ensures congruence with applicable laws, regulations, and County policies. Monitors changes and develops and implements new or revised policies accordingly.
14. Develops financial plans to ensure the viability of Department programs, taking into consideration federal and state grants, County millage, grants from various other sources, and public and private donations.
15. Coordinates programs and activities with other local service providers serving senior citizens in the County and in the region to ensure collaborative and comprehensive service delivery while preventing duplication of effort.
16. Develop a relationship with each Senior Center.

17. Working with each Senior Center to determine the specific needs of each Senior Center as it relates to the Senior Centers respective area.
18. Work with the directors of each Senior Center concerning budgets to provide services.
19. Encourage senior directors to visit other Senior Centers.

Require Minimum Qualifications:

The requirements listed below are representative for the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education: High School Graduate. College level coursework in communications, marketing, public relations are highly recommended.

Experience: Two or more years of progressively responsible experience working in human services with older adults, including managerial and supervisory experience providing familiarity with personnel administration and budgeting.

Other Requirements:

Must possess strong leadership skills, and have the ability to effectively resolve conflict.

Must be able to work independently.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access all agency locations.

Ability to travel to various sites throughout the County.

Ability to enter and retrieve information from a computer.

Ability to access office files.

Working Conditions:

Works in office conditions but is required to travel to all agency locations.

Fair Labor Standards Act Status: Salary (Exempt)

Mason County is an Equal Employment Opportunity Employer.

Job Compensation and Benefits

This Senior Services Coordinator Position is an at-will hourly county position subject to the County Personnel Policy and other rules governing part-time employees adopted by the Mason County Board of Commissioners. There will be a twelve (12) month orientation (probationary) period. At present, hours, compensation and benefits include, but are not limited to, the following:

- A. Office hours of work are Monday thru Friday, twenty hours a week as determined by the County Administrator. The 2023 hourly rate is \$22.95 for this position.
- B. The position receives all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the County's other benefit programs except a pro rata amount of holiday pay.