

RESOLUTION NO. 15-8056

RESOLUTION TO ADOPT AMENDMENTS TO THE JOB DESCRIPTIONS OF SENIOR SERVICES DIVISION DIRECTOR

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and
WHEREAS, the Human Resources Director and the Public Health Director have reviewed the job description of Senior Services Division Director and find it necessary to amend this job descriptions; and
WHEREAS, we have not been able to recruit successfully to refill this positions due to the current requirements of experience in both food service and transportation; and
WHEREAS, by making these amendments to this job description we will be able to refill this position; and
WHEREAS, a meet and confer was offered to Operating Engineers Representative Gregory Ramirez. Notification was received by the Human Resources Director that the Union has no issue with moving forward.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

The job descriptions of the Senior Services Division Director are hereby amended as presented to the Board of Supervisor.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 21st day of April 2015, by the following vote:

AYES: Supervisors THRALL, ENGEL, SIMPSON, SWOFFORD, GOSS
NOES: Supervisors NONE
ABSENT: Supervisors NONE



Chairperson, Board of Supervisors

ATTEST:

Executive Clerk/ Board of Supervisors

SENIOR SERVICES DIVISION DIRECTOR

DEFINITION

Under general direction of the Public Health Director, to plan, organize, and supervise nutrition and transportation programs for the County's senior population; perform technical tasks in the assigned areas and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single class position with primary responsibility for directing and overseeing the Senior Nutrition sites and drivers for the Senior Transportation Program a Division of the Public Health Services Agency. Continued employment in this class is contingent upon available funding.

REPORTS TO

Director of Pubic Health Services/Senior Services

CLASSIFICATIONS DIRECTLY SUPERVISED

Office Coordinator, Nutrition Site Managers, Bus Drivers

EXAMPLES OF DUTIES

Coordinated the Senior Nutrition Program Division of the County Public Health Department Agency; has responsibility for supervising the Division site managers including food preparation, staffing, cleanliness, maintenance of kitchen equipment and hours of operation; coordinate the Senior Transportation Program for Plumas County including supervision of bus drivers, scheduling of buses, maintaining adequate bus routes; assuring adequate maintenance of buses and equipment and required training for bus drivers; and assuring proper training for bus drivers; preparing and administering the division budget in coordination with the Department Fiscal Officer and the Agency Director; monthly cost reports; and other fiscal reports; researches, develops and writes grant requests; provides for senior information and referral; addresses conflicts with staff and seniors as related to program operation; organized and distributes surplus commodities to seniors and other low-income individuals; and performs additional duties as required.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and fax; able to lift 25 pounds.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment, as well as buses; occasionally works outside; some work is performed in varying temperature and humidity; some exposure to smoke, gases or fumes; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of food service management and administration as they are applied to the Senior Citizen Nutrition Program.
- Principles of transportation management and administrations as they are applied to the Senior Transportation Program, including vehicle maintenance.
- Federal, State and local laws, codes and regulations including Americans with Disabilities Act requirements.
- Principles of personnel supervision, training and performance evaluation.
- Principles of accounting, including fund and payroll accounting.
- Principles and procedures of record keeping and reporting.
- Passenger assisted techniques and wheel chair securement.

Ability to:

- Analyze situations and adopt effective courses of action.
- Monitor and supervise the work of others at multiple work sites.
- Maintain records and prepares reports; prepare grant applications.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Be adept at conflict resolution.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of increasingly responsible experience as a food service supervisor.

Two (2) years experience supervising transportation program including scheduling and vehicle maintenance is desirable.

Equivalent to a Bachelor's degree in institutional food service management or restaurant management.

Special Training: An individual without the requisite academic training shall complete, within twelve months of employment, as a minimum:

A Certificate in food service sanitation, and

A Certificate in food service management, business administration or personnel administration.

A Certificate meeting DOT requirements for Drug Testing of employees.

A Certificate as a verification of Transit Trainer Instructor (VIT).

A Certificate as a Bus Driver Trainer as required by the State of California, DMV.

Special Requirements: Possession of a class B California Driver's License with a passenger endorsement issued by the State Department of Motor Vehicles; or a class C California Driver's License with the ability to obtain the class B license within the first 12 months of employment; and proof of insurance.