

SENIOR SERVICES OFFICE SUPERVISOR

DEFINITION

Under the direct supervision of the Director of Senior Services to perform clerical, secretarial record keeping, routine administrative and related tasks as required in accordance with project requirements.

DISTINGUISHING CHARACTERISTICS

Must possess a desire to assist Older Americans as well as have a general understanding of older Americans, their needs and their problems. Must demonstrate abilities and be able to assume full management responsibility for the Office operations.

REPORTS TO

Director of Senior Services.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Perform clerical and secretarial duties including preparation of correspondence, maintenance of files and records, answers telephones, compiles and tabulates data reports, and prepares routine reports. Is in charge of scheduling Bus Drivers for their random drug testing.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

SENIOR SERVICES OFFICE CONDITIONS – 2

TYPICAL WORKING CONDITIONS

Work is performed in Senior Services Centers; contact with staff and the public.

DESIRABLE QUALIFICATIONS

- College course in office administration, bookkeeping, business machines, or computer science.
- Two years of business office experience, including demonstrated ability to perform responsible clerical and secretarial task with a minimum of direct supervision.
- The ability to establish and maintain effective relationships with others and the ability to communicate effectively with project personnel, Old Americans and the community at large.

TRAINING AND EXPERIENCE

Must have a High School diploma or equivalent. Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying.