

Franklin County Board of Commissioners is seeking qualified applicants for the following position:

Senior Center Director

Major Duties and Responsibilities:

- Directs social, health, nutrition, and education services to the county's older adult population, offering programs such as information and referral, transportation, nutrition, in-home services and the programs in the senior center.
- Provides leadership to senior programs throughout the County coordinating services with other agencies and government groups
- Establish goals for program planning, budget preparation, managing personnel, capital facilities, and establishing administrative policies and procedures.
- Funding source development and facilities maintenance.
- Work is performed under the supervision of the County Manager and is reviewed through conferences, review of reports and records, feedback from the citizens served and audits by Georgia Department of Health and Human Services and Area Agency on Aging.

Knowledge and Skill Requirements:

- Considerable knowledge of the principles and practices of management, personnel administration, budgeting, and public programs for the older adult.
- Considerable knowledge of the County's budget, personnel and purchasing policies and procedures.
- Considerable knowledge in developing and planning programs
- Skill in providing leadership and effective supervision
- Ability to develop grant proposals and administer grants
- Ability to establish and maintain effective working relationships with human services agencies, public officials, senior citizens, other departments, employees, and the general public.
- Ability to identify and analyze local problems and needs of older adults and convert those into viable programs.
- Ability to plan, supervise and monitor the work of employees.
- Ability to prepare written statistical and budgetary reports and maintain accurate and appropriate records.

Minimum Training and Experience Requirements:

- Bachelor's degree in a human services field and considerable experience in planning and managing a human services program, preferably with older adults;
- Or an equivalent combination of education and experience.

Interested candidates should complete and return an application to the Franklin County Board of Commissioners / HR Department or email a resume to bthomas@franklincountyga.gov