

VILLAGE OF HIGHLAND HILLS

JOB POSTING

POSITION TITLE: Senior Director

CLASSIFICATION NO.:

DEPARTMENT: Senior Services

PAY RANGE: \$27,998.49

FT/PT Status: PT

REPORTS TO: Mayor

JOB SUMMARY:

The purpose of Senior Director is to plan, direct, and manage senior events and activities for the community.

ESSENTIAL JOB FUNCTIONS:

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, directs, and manages senior events and activities; books the event location; purchases the necessary supplies; researches activity ideas; coordinates transportation; contacts event providers; schedules events on the calendar; distributes calendar events; markets the events.
- Supervises the Senior Department personnel; directs staff to ensure work completion and maintenance of standards; plans, assigns and reviews work; provides training and instruction; evaluates employee performance; conducts staff meetings; responds to employee questions, concerns and problems; approves employee time sheets and leave requests; recommends personnel actions including selection, promotion, transfer, discipline or discharge.
- Performs budget monitoring functions; monitors and makes recommendations for department budget; researches and makes recommendations for village equipment purchases; approves all department requisitions and purchases.
- Reports Senior Department activity to the Mayor's Executive Secretary including Activities Coordinator and/or staff reports

Desirable Training and Experience Required:

High school diploma or equivalent with three (3) years of program and activities development experience; or any equivalent combination of training and experience. Valid State of Ohio driver's license.

Knowledge, Skills, and Abilities:

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of other employees.
- Ability to recommend and act on the discipline or discharge of other employees.

Ability to add, subtract, multiply, divide and calculate decimals and percentages. Ability to operate a variety of automated office machines including computer, printer, fax machine, and telephone. Ability to use Microsoft Office.

Minimum Physical and Mental Qualifications:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands; reach with hands and arms.

This position may need to push, lift and/or move light to moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually low to moderate

Posting dates: November 19, 2018 through November 28, 2018, open until filled.

The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.