

# TOWN OF DRACUT

## Job Description

<b>Title:</b>	Executive Director
<b>Department:</b>	Council on Aging
<b>Supervisor:</b>	Town Manager
<b>Grade:</b>	11 (\$59,612.37 - \$71,180.29)
<b>Civil Service:</b>	Non-Union
<b>Supervision Exercised:</b>	Supervises 4 part-time and 4 full-time staff and approximately 100 volunteers.

### ESSENTIAL FUNCTIONS:

*The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**Responsibilities:** This position is responsible for working with the Council on Aging Board and staff to develop and implement agency policies and programs; supervise day-to-day activities of the Senior Center; provide grants development and management and complete other administrative and program functions as necessary. Provide staff support to the Friends of Dracut Elderly, Inc. and coordinates major fund-raising drive (s).

### Duties:

- ◆ Oversees the daily operations of Senior Center/COA office including the supervision of approx. 100 volunteers and coordinators, staff identified above. Resolves operational problems daily.
- ◆ Researches funds available through Federal, State, local governments, and private foundations and sponsors; writes proposals for program and other funding needs and makes proposal presentation as necessary.
- ◆ Oversees the production of the monthly Council on Aging newsletter.
- ◆ Assists in the preparation of the Annual Report and insures that it's properly filed with the Executive Office of Elder Affairs.
- ◆ Based on all sources of funds, creates and monitors annual budget; provides Board regularly with expenditures and budget balance updates. Manages a minimum of 4-5 separate funding sources.
- ◆ Creates outreach plan to inform community residents about Council on Aging and other services and programs available to senior citizens, integrating activities fully into the community.
- ◆ Creates informational materials regarding the Senior Center and relevant issues to senior citizens in Dracut for outreach and other purposes. Distributes monthly newsletter and other publications.
- ◆ Determines, creates, and promotes needed services and programs appropriate to the Council on Aging, in relation to other programs and services available in the community. Participates fully in community network of human service agencies.
- ◆ Meets with other community program and service representatives to problem solve and to integrate the Council on Aging into the established community network.

Executive Director – COA

- ◆ Provides Budget, program and fundraising ideas and updates to the Council on Aging Board as well as the Friends of Dracut Elderly, Inc.
- ◆ Performs all other duties as required by Supervisor.
- ◆ Responsible to coordinate the upkeep and maintenance of the Senior Center facility and grounds.

**Qualifications:**

- ◆ College/Professional degree in public administration, gerontology, community organization or other related field.
- ◆ A minimum of three years administrative experience in a Senior Center environment.
- ◆ Have a valid driver's license.
- ◆ Demonstrated experience dealing with meeting needs of elderly through community programming.
- ◆ Demonstrated experience in volunteer administration.
- ◆ Demonstrated experience researching and preparing proposal for funding, obtaining and managing grants from various sources.
- ◆ Demonstrated familiarity and experience with creative problem solving/counselling techniques necessary.
- ◆ Excellent communication skills required. Ability to address needs specific to elder population.
- ◆ Demonstrated administrative skills including providing effective supervision, budgeting.
- ◆ Ability to represent the Council on Aging effectively and to advocate for elders in a variety of situations requiring knowledge, negotiation skills, diplomacy and tact.

**Physical Requirements:**

The employee works in normal office conditions and is required to sit, talk, listen, stand, walk, stoop, and reach with hands and arms to access documents and files; employee seldom lifts up to 10 pounds. The position has normal vision requirements. Equipment operated includes office machines, telephone and computers.

The Town of Dracut requires a physical post offer.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*