COUNTY OF LINCOLN
Job Description Form

Division/Department: Zia Senior Citizens

Job Title: Site Manager **Reports to:** Program Director

Level/Grade: 9 $10.8208 probation rate $11.2617 after probation	**Type of position:** ✓ Full-time ☐ Part-time ☐ Temporary/Seasonal ☐ Emergency Hire	**Hours** 40 **/Week** ✓ Classified ☐ Unclassified

General Description: Assists Program Director in maintaining a multipurpose Center which includes a meals program; assist senior citizens in acquiring services needed to maintain independence; assist and provide social services in the areas of information and referrals; knowledge of the community, state and federal services, ability to assist senior citizens in acquiring services, filling out forms, interpreting, referrals to other agencies, locating other resources, must safeguard passengers in loading and unloading; plan cost-effective routing; knowledge of preventive maintenance measures and proper care of vehicles; supervision of all staff and kitchen personnel; knowledge of food and menu preparation as well as assisting in maintaining inventory control as well as taking bids and placing orders for needed supplies (all bids and orders are to go through Carrizozo); supervision of Title V Older American Workers stationed at the site; ability to communicate with senior citizens; ability to make home visits to encourage senior citizens to partake of services and to become involved in community and center functions, ability to make assessment of home-delivered meals participants. The employee may be called upon to work irregular hours and assists with recreational and fund-raising activities; initiate or create activities in Center, promote ideas for activities and ideas for Center; get involved-be available for afternoon or evening activities; post all activities of Center where it can be seen by all; special invitations can be sent out on activities; regularly scheduled activities will be reported for an activity calendar. Maintain daily, monthly and quarterly record and, reports to Program Director. Ability to attend SAOA and AAA training; able to provide relief in any areas as needed; ensure the maintenance of buildings, grounds and equipment. The employee must seek prior approval of the Program Director concerning out of town recreational trips, and must perform other duties as assigned.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma or GED certification, plus one to three years' experience working with the elderly.
- Knowledge of food and menu preparation; maintain good inventory control and know purchasing procedures; supervisory skills; knowledgeable of all traffic laws and regulations; and must complete defensive driving and CPR courses.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Ability to understand and communicate in both Spanish and English; able to deal with public and staff in a pleasant manner; able to assume responsibility and supervise pleasantly and efficiently.
- Knowledge and understanding of the County Personnel Policy, state and federal guidelines affecting services to the elderly, and the ability to work under time deadlines.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- All essential duties are performed indoors. The employee is exposed to natural weather conditions while performing outdoor duties. Work hazards, or potential work hazards, include operation of a motor vehicle, and climbing potentially slick outdoor steps.
- Telephone, cellular phone, calculator, personal computer terminal/keyboard and printer, photocopy machine, telefax machine, typewriter, and other related office machines. May handle various recreational and athletic equipment, games, and arts and crafts materials; basic hand tools and various cleaning solutions; and drive county vehicles.

Comments on Physical Requirements: Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Renee Montes

Date Posted: October 11, 2016 **Date Hired:** _____

Employee Declaration: I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____ **Date:** _____

Date Revised: 11-13-12