

**COUNTY OF LINCOLN  
Job Description Form**

**Division/Department:** Zia Senior Citizens

**Job Title:** Site Manager & MAPIS Coordinator

**Reports to:** Program Director

**Level/Grade:** 20

20 1P (\$15.9608/hrly)

20 A (\$16.6845/hrly)

**Type of position:**

- Full-time
- Part-time
- Temporary/Seasonal
- Emergency Hire

**Hours** 40/Week

- Classified
- Unclassified

**General Description:**

The employee assists the Program Director in maintaining a multipurpose Center which includes a meals program. The employee assists 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. Assist Programs Director by day-to-day supervision of all center staff including Senior Employment Program older workers stationed at the site. The employee must have knowledge of Federal and State nutritional guidelines, sanitation and safe food handling practices and the ability to train other staff in these practices. Assists Program Director in training cooks, program wide, in proper inventory control methods, taking bids and placing orders for monthly food and nutritional supplies, program wide. Become involved in community and center functions. The employee is responsible for assessing all clients on an annual basis and those at high nutritional risk no less than every six months, or as needed, with assistance from other center site managers and refer them to additional resources available. The employee is responsible for training all staff at the five senior centers, using the software for tracking services provided, with emphasis on the need for accurate and prompt reporting, ensuring that all new clients are registered and assessed. Employee must be able to follow oral and written instructions; complete monthly reports and submit to Program Director for approval and transmittal to Non-Metro NM Area Agency on Aging. The employee must perform all duties with minimal supervision, may be required to work irregular hours, attend job-related meetings/training, and 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 nutritional guidelines, sanitation and food safety procedures; food and menu preparation; maintain good inventory control; knowledge of purchasing procedures; and supervisory skills.
- Proficient in computer programs; accuracy in posting, filing and record maintenance.
- 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.
- Excellent computer skills.
- 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 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:** July 13, 2021

**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:** \_\_\_\_\_