



# CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
<b>NON-EXEMPT POSITION</b>	<b>10/4/2022</b>	<b>POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)</b>
<b>JOB TITLE</b>	<b>SENIOR CENTER MANAGER – COLONY</b>	
<b>DEPARTMENT</b>	<b>COMMISSION ON AGING</b>	
<b>STATUS</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal	
<b>PAY GRADE</b>	<b>Grade C3, Step 0</b> (\$12.42/hr) Monday-Friday, 30 Hours per Week	
<b>POSITION DESCRIPTION</b>	The employee oversees the activities of the assigned senior center. Oversees the programs and services and assists with food service to the participants. Recruits and supervises assigned staff and volunteer staff. Maintains and completes daily and monthly records and reports. Other duties as required.	
<b>REQUIREMENTS FOR POSITION</b>	<ul style="list-style-type: none"> <li>• The ability to joyfully provide assistance to seniors.</li> <li>• Ability to read, understand and comply with policies.</li> <li>• Understanding of insurance and government regulations related to seniors, and the ability to assist seniors with paperwork while providing Medicare Part D counseling.</li> <li>• Ability to organize activities and programs and maintain required reporting.</li> <li>• Ability to communicate effectively with supervisor, co-workers, program participants, volunteers, and the general public.</li> <li>• Ability to supervise assigned senior center staff and volunteers.</li> <li>• Ability to operate computer, neatly prepare various reports, and report on program statistics.</li> <li>• Must be able to deliver meals to homebound seniors when needed.</li> <li>• Must be able to meet health standards regarding meal preparation</li> <li>• Must have a valid Alabama driver’s license and meet compliance with the County’s insurance requirements for operating a vehicle.</li> <li>• Ability to work non-traditional hours as needed.</li> </ul>	
<b>EDUCATION</b>	Possession of a high school diploma and 4 years work related experience including working with retirees and seniors preferred; however, any combination of education and work experience which provides the characteristics listed will be considered.	
<b>HOW TO APPLY</b>	Employment applications are available on our website at <a href="http://www.co.cullman.al.us">www.co.cullman.al.us</a> , or from the Personnel Department at the County Courthouse, 500 2 <sup>nd</sup> Ave SW-Room 109, Cullman, AL 35055.  Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:  <div style="text-align: center;"> Mailed to: 500 2<sup>nd</sup> Ave SW, Cullman, AL 35055  Emailed to: <a href="mailto:personnel@co.cullman.al.us">personnel@co.cullman.al.us</a>  Faxed to: (256) 775-4670  The Personnel Department may be contacted at (256) 775-4891 </div>	

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