

Jeff Clemons
Chairman

John Bullard
County Administrator



Kerry Watson
Associate Commissioner, Place 1

Garry Marchman
Associate Commissioner, Place 2

February 3, 2021

NOTICE OF JOB VACANCY

Department with Vacancy: **Commission on Aging**

Job Title: **Senior Center Manager – Holly Pond**

Schedule and Grade for Position: Monday-Friday, 30 Hours per Week
\$10.63/hr; Grade C3, Step 1

Position Summary Description: 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.

Requirements for Position:

- The ability to joyfully provide assistance to seniors.
- Ability to read, understand and comply with policies.
- Understanding of insurance and government regulations related to seniors, and the ability to assist seniors with paperwork while providing Medicare Part D counseling.
- Ability to organize activities and programs and maintain required reporting.
- Ability to operate computer, communicate with attendees, and work together with co-workers and associates.
- Must be able to deliver meals to homebound seniors when needed.
- Must be able to meet health standards regarding meal preparation
- Must have a valid Alabama driver's license and meet compliance with the County's insurance requirements for operating a vehicle.

Education: Must possess high school diploma (or equivalent).

Any qualified candidate interested in the vacant position should contact Judy Bradford in the Personnel Department, located in the county courthouse, to fill out an application. Applications are also available for download at www.co.cullman.al.us
Applications will be taken from 8:00am Wednesday, February 3, 2021 until position is filled. (Posted for a minimum of 7 days).

CULLMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER