

Jeff Clemons
Chairman

John Bullard
County Administrator



Kerry Watson
Associate Commissioner, Place 1

Garry Marchman
Associate Commissioner, Place 2

NOTICE OF JOB VACANCY

Department with Vacancy: **Commission on Aging**

Job Title: **Director**

Schedule and Grade for Position: Salaried Position; Pay determined by Commission based on experience and qualifications. This is a “non-classified” position that serves at the pleasure of the Commission.

Position Summary Description: The employee develops and implements programs and services to improve the quality of life of Cullman County retirees and senior population through the Commission on Aging Department. Monitors programs to insure compliance with regulations and standards of quality and represents the department in the community. Recruits volunteers and monitors expenditures for correctness. Publishes monthly senior newspaper, annual senior magazine and daily departmental web site. Other duties may be assigned.

Requirements for Position:

- The ability to joyfully provide assistance to seniors.
- Knowledge of accounting and financial procedures.
- Math and computer skills to prepare and analyze budgetary needs.
- Reading skills to comprehend governmental guidelines, regulations, laws, and grant applications.
- Writing skills to prepare accurate and comprehensive reports and funding applications.
- Ability to communicate effectively with supervisors, co-workers, elected officials, agency officials and the general public.
- Ability to supervise the work of others.
- Ability to analyze program needs and make logical decisions.
- Ability to be on call as needed and ability to travel out of state to meetings as required.
- Must have a valid Alabama driver’s license and meet compliance with the County’s insurance requirements for operating a vehicle.

Education: Must possess a degree in business administration, public administration or similar field and 5 years work related experience preferred; however, any combination of education and work experience which provides the characteristics listed above will be considered.

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 8:00 am Wednesday, March 3, 2021 through Wednesday, March 10, 2021.

CULLMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER