



# JOB DESCRIPTION

# Senior Services Supervisor

## MINIMUM QUALIFICATIONS:

### Education and Experience:

Associate degree in Geriatric or Health Administration and five years of experience, including two years of supervisory experience, in health care administration.

### Required Licenses or Certifications:

Possession of a valid driver's license. Background check required.

### Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of grants writing and administration.
- Yavapai County health codes.
- Social services and programs.
- Uses and applications of personal computers and various software applications.

### Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Coach and supervise employees.
- Evaluate the need for training and provide same.
- Work with all levels of an organization.
- Work with a senior population.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

### Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

*Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
Senior Services Supervisor		7/15/2014	Senior Services Administrator	21	Exempt	

APPROVED: General Services

DATE: 7/15/2014