



Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071
www.portlandct.org ▪ Phone: (860) 342-6715 ▪ Fax: (860) 342-6714
Equal Opportunity Provider and Employer
Office of the First Selectwoman

Senior Services Administrator / Municipal Agent for the Elderly

Town of Portland, CT (EOE)

Deadline: **July 23, 2021 or until filled**

Send resume with Town application and three letters of reference to:

***Office of the First Selectwoman
P.O. Box 71, Portland, CT 06480-0071***

Senior Services Administrator/Municipal Agent for the Elderly, 40 hours weekly (M-F), \$50,000 salary DOQ; non-union position; full fringe benefits package. Subject to pre-employment drug/alcohol testing & criminal history background check.

Required: Bachelor's degree in social services, gerontology, or recreation administration or related field to the elderly +3 years experience with 1 year supervisory, or equivalent combination of education & experience. Must have valid CT Driver's License; First Aid and CPR certification; knowledge of local, State and Federal senior programs.

Candidates must have: Strong customer service and interpersonal skills. Considerable knowledge of variety of activities available to senior citizens, resources for the older person; the community. Considerable ability and tact in dealings with staff, town officials and the general public; research and analysis skills; the ability to meet physical demands and work environment of the position.

Essential Duties and Responsibilities:

- Assists in budget preparation; adheres to allotted budget and authorizes expenditures, pays bills, prepares and submits monthly statistical reports
- Applies for grants; maintains relevant paperwork
- Coordinates on-site programs such as fitness, health screening, nutrition, community education, special events/trips, planning and arranging for speakers, classes and other enrichment activities
- Arranges meals for seniors to include reservations, donations, supplies, preparation, serving, grab-and-go and clean-up
- Screens inquiries from residents, evaluates needs, takes applications, and makes appointments/referrals
- Maintains records such as participant registration forms and statistical data/reports
- Uses printed materials and public appearances to inform the local community of activities
- Oversees staff and volunteers by providing training and delegating duties as necessary
- Helps maintain building and identifies needed upgrades and repairs
- Liaison to Senior Citizen Advisory Committee
- Operates computers, relevant software, and updates Senior Center webpage
- Serves as town Municipal Agent to the Elderly and Senior Social Services needs