

Jurisdictional Class: Non-Competitive for Town of Whitestown Only
EEO Category: Officials and Administrators
Revised: 09/19/2018

DEPUTY DIRECTOR OF SENIOR CITIZENS (PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for assisting in planning, coordinating and developing a wide variety of programs for senior citizens within a town, village or other agency. As Deputy, the incumbent is required to act for and in place of the Director of Senior Citizens (part-time). This service is performed under the general supervision of the Director of Senior Citizens (part-time). Direct supervision is exercised over paid staff and/or volunteer workers. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in planning and coordinating programs for senior citizens which include arts and crafts;
Assists in organizing dramatic, literary and musical activities, excursions, outings and trips;
Attends seminars and workshops sponsored by State, County and local governments;
Assists in organizing information, counseling and referral programs pertinent to problems of the elderly;
Assists in planning and organizing hobbies and special interest activities along with other social group activities;
Represents opinion and needs of senior citizens to governmental agencies;
Takes notes for seniors;
Files applications for Federal and State aid to expand or develop new programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of characteristics, needs and interests of the aging; good knowledge of community agencies, governmental facilities and services available to aid the elderly; good knowledge of public relations techniques; good knowledge of the operations of Senior Centers; ability to plan and supervise the work of others; ability to communicate clearly and efficiently with the elderly; patience; good interpersonal skills; initiative and resourcefulness; tact and courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

Adopted: 06/21/1990
Revised: 09/19/2018