



Grand County

Job Description

Title:	Director	Job Code:	1900
Division:	Administration	Effective Date:	10/2021
Department:	Grand Center	Last Revised:	10/2021

GENERAL PURPOSE

Performs a variety of executive level **duties** related planning, organizing, coordinating, and directing the operations of the Grand Center that provides services to senior citizens and community members. Acts as publicity and event developer to promote multi use aspects of the Grand Center including conferences, cultural and recreational programming. .

SUPERVISION RECEIVED

Works under the general supervision of the Grand Commission Administrator.

SUPERVISION EXERCISED

Provides close supervision to the Grand Center staff. Oversees the management of vendors and Grand Center users.

ESSENTIAL FUNCTIONS

Management & Administration: Manages the day to day operations of the Grand Center. Develops cooperative relationships with Community Organizations and boards to promote multi use aspects of the Grand Center including conferences, cultural and recreational programming. Prepares and recommends departmental budget; administers departmental budget and directs procedures to assure compliance with established budgets; assures all equipment purchases, requisitions, supplies and materials conform to departmental needs and goals; monitors departmental auditing process; maintains records of operations, personnel, expenditures and equipment. Writes and ensures policies and procedures are followed at the center.

Ensures the development of center systems by collecting, tracking, reporting activities, required data elements, and achieving department goals. Maintains all files on clients that participate in the programs to include records, forms and monthly reports; handles receipt of funds received for services. Assists with Medicare Part D and billing issues.

Maintenance/ Facilities Management: Determines maintenance, construction and remodeling projections, develops cost proposals and makes recommendations for the same; prepares bid specifications for contracted projects; monitors contracted projects to assure quality and timely completion. Oversees the maintenance of the facility and grounds, including inventory of the Grand Center.

Staffing & Personnel Management: In conjunction with the Personnel Services Director and Commission Administrator, recruits, hires, disciplines, and dismisses department employees; establishes performance standards and goals; provides career development; assigns personnel to maintain scheduled operations; oversees the training of personnel in the center; oversees record keeping of all work performed, hours worked by individual employees, time records for departmental payroll, and leave records.

Strategic Planning: Attends and presents at County Commission meetings as required; appraises of management and operational needs; prepares proposal impacting Grand Center expansion and revenue generation, develops long ranges and short range strategic plans; develops and implements policies and procedures.

Senior Center Professional Services: Coordinates with local medical personnel to verify eligibility for program participation; ensures that recreation, education, and socialization for participating seniors is being provided; coordinates agencies to provide educational courses and other services for senior citizens;

Provides information referral of seniors to appropriate community agencies; assists staff in developing senior programs.

Attends meetings, workshops, and conferences that pertain to senior issues, nutrition, and transportation; writes and sends out the Grand Center newsletter.

Conference Center Professional Services: Solicits and negotiates for the use of grounds and facilities and the scheduling of events; collects and receipts fees; establishes contracts for use; monitors use to assure compliance with agreements; creates and maintains a business plan with long- term projections (10 yr.) to increase revenue and provide Grand Center.

Develops and promotes working relationships with various groups and associations, coordinates use and access contracts.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - A. Graduation from college with a Bachelor's degree in Business Management, , Social Work, Psychology, or a closely related field.
 - AND
 - B. Six (6) years of progressively responsible work experience related to the above.
 - OR
 - C. An equivalent combination of education and experience.
- 2. Knowledge, Skills, and Abilities:

Thorough knowledge of theories, principles, and objectives of vulnerable adults; personnel supervision, management, and development; administration and organization methods; budget management; program development and evaluation; accessing community resources and relationship building; marketing materials; computer systems; negotiation and conflict resolution; food service in a commercial environment; federal, state, and county applicable rules and regulations.

Considerable skills in interpersonal relationships, decision making, and use of computer software programs; the art of diplomacy, communications and creative problem solving.

Ability to direct the work of others and prioritize and manage work schedules; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; anticipate changing needs for services and facilities; operate personal computer and various software applications for word processing; exercise tact and judgment in communicating with patrons; interpret and communicate rules, regulations, policies and procedures; analyze and evaluate program data; relate to individuals from diverse backgrounds; act independently within scope of responsibilities; relate effectively with older adults; effectively communicate verbally and in writing; assess emergency situations.

- 3. Special Qualifications:
 - Must be able to pass a background investigation.
 - Must possess a current Utah driver's license.
 - Must pass a pre-employment drug screening.
 - Must obtain a CPR and First Aid certification, and Food Handlers Permit within three months of employment.

- 4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to local automobile travel. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)