

City of Rio Rancho



The City of Rio Rancho is an Equal Opportunity Employer who fully and actively supports equal access for all people, regardless of Race, Color, Religion, Gender, Gender Identity, Sexual Orientation, Age, National Origin, Veteran Status, Disability or Genetic Information. Additionally, we prohibit Retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Reasonable Accommodation Notice: Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. The City of Rio Rancho offers reasonable accommodations in the employment and application process to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Please contact Human Resources at 891-5011.

Division Manager- Senior Services

Department:	<i>Parks, Rec & Community Svcs/Senior Services</i>
Office:	<i>Meadowlark Senior Center</i>
Position Number:	<i>40-05-450-12020-1</i>
Job ID#:	<i>16184</i>
To be considered for this job:	<i>You must complete the on-line application form.</i>
Opening Date for In-House Candidates:	<i>May 11, 2017</i>
Opening Date to the Public:	<i>May 11, 2017</i>
Open until filled; for best consideration, apply by:	<i>open until filled</i>
Starting Salary (or salary range):	<i>28.00</i>
Other information about this position or about working with the City of Rio Rancho:	<i>A Drivers License is required for this position. Your driving record must always meet City insurability standards.</i>
Banner:	<i>This is the initial posting of this job opening.</i>
If you are called for an interview or to attend a pre-employment testing session:	<i>If you are selected for an interview, you will be contacted via e-mail or telephone with a date, time and place to interview.</i>
Typical schedule :	<i>M-F</i>

Position Title: Division Manager, Senior Services
Department: Parks, Recreation & Community Services
Division: Senior Services
Reports to: Director, Parks, Recreation & Community Services
FLSA Status: Exempt
Bargaining Unit: none
Pay Grade: 27A
Job Status: Permanent, Full-time
Full Time Equivalent: 1.00

Position Summary

The Division Manager of Senior Services is responsible for managing all recreational and social programs and services for the over 55 population of the City utilizing the resources and assets of the Department in order to assure quality customer service for the senior population and improve their quality of life. Also is responsible for the daily operations of the Meadowlark Senior Center.

Education, Training and Experience ♦ minimum required to proficiently perform the job

Education / higher education: Bachelor's Degree

For required college degrees, applicable field(s) of study: Business or public administration, general management, gerontology, recreation, social work or directly related discipline.

Minimum number of years of directly related experience: Five years directly related experience in the field of Aging or Gerontology, three years of which in a supervisory capacity.

Education and/or experience preferences: None

Certifications, Licenses and Registrations

Driver ♦s License requirement: Frequent Driver -- Regular Driver's License *Required Endorsements:* None

Note -- For any driver, driving record must always meet City driving and insurability standards.

Required certifications, licenses or registrations: CPR and First Aid Certification required. Certified in emergency life saving equipment (defibrillator and oxygen). Defensive Driving.

Time given after hire/promotion to obtain certification or licenses: Defibrillator and Oxygen certification must be obtained within six months of date of hire.

Preferred certifications, licenses or registrations: Certified Parks and Recreation Professional (CPRP); Masters Degree.

Knowledge, Skills and Abilities required to proficiently perform the job

Knowledge: Knowledge and skill in designing and implementing quality services and programs for older adults and the disabled.

Skills: Must be able to type rapidly and accurately enough to successfully produce documents/spreadsheets, communicate via e-mail, or perform data entry as necessary to accomplish the essential functions of the position. Use of technology, equipment and software typically used in the office environment. Must be able to drive City vehicles/vans. Good customer service skills.

Abilities: Problem Solving. Analyze and interpret data for presentations and preparation of grant proposals. Read, analyze, and interpret technical reports, general business periodicals, professional journals, technical procedures, or governmental regulations. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Write reports, business correspondence, and procedure manuals. Effectively present information and respond to questions from groups of managers, customers, and the general public. Work with mathematical concepts to analyze problems, interpret data and apply to practical situations found in the workplace.

Interaction with Groups/Agencies/Entities: Internal: Works with other department directors and managers on interdepartmental and/or community issues and special projects that may have an impact on provision of city services. Responds to requests for information from the Director and City Administrator. Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment. Works with Division staff on routine tasks and assignments. External: Works with federal, state, and county agencies and elected city officials, school officials, boards and commissions, committees, non-profit agencies, professional associations and the community to secure support for department services. Responds to requests for information from members of the Governing Body, Advisory Board, and County Commission. Presents a friendly, courteous image for the City to the general public, customers, and public officials. Works with participants, the general public, volunteers, and staff.

Authorities and Accountabilities

Level of independent decision making: High--incumbent is expected to analyze complex situations and take appropriate action

Budgetary/Financial/Asset accountability: Low -- Position is accountable to a Department Director or Division Manager and cannot make major decisions or obligate the City

Span of control: Responsibility for the assigned Division

For positions that supervise:

- Approximate number of employees directly supervised: 7.5
- Approximate number of employees indirectly supervised through subordinate managers/supervisors (excludes direct reports): 6 to 10 and 250+ volunteers.

Essential Functions

The following functions are typical for this position. The omission of specific functions does not exclude them if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Prepares and implements short and long range plans for the Senior Services Division.
- Works with the director to recruit, select, orient, and train staff and volunteers.
- Conducts employee evaluations, disciplinary actions, and recommends terminations as appropriate.
- Identifies potential funding sources, prepares federal, state, regional and county grant proposals, and implements and manages funded programs in accordance with guideline requirements.
- Identifies and establishes partnerships with governmental agencies, non-profit and public sectors to expand services and generate income.

- Develops and compiles performance and outcome measures, goals, objectives, maintains service statistics and analyzes compiled data for presentation to the governing body, boards and commissions, and administration.
- Conducts needs assessments and coordinates with local, regional, state and federal agencies and groups. Determines available resources and plans of action.
- Develops division annual and mid-year budget; directs and monitors expenditures of funds, to include physical resources and equipment for the division.
- Develops long and short-range plans for services through work plan development, budget goal preparation, and capital improvement program process.
- Performs and/or supervises research on operational or policy issues and develops and implements solutions in accordance with departmental and city policies.
- Works closely with other agencies, businesses and advocacy groups to identify concerns, develop new programs and coordinate services for older adults, the community and the disabled population.
- Provides program and service development for the Area Agency on Aging and Aging and Long Term Services Department, to include providing interviews with the media, presentations to boards, commissions, foundations and staffing senior task force and committees.
- Analyzes, develops and implements effective marketing strategies for services.
- Works with local and state health departments to ensure food safety.
- Coordinates at federal, state and local levels for funding and services for the disabled and senior population.
- Determines and provides services and advocacy for aging adults.
- Identifies research reports in response to requests from elected officials and citizens.
- Maintains active involvement with national agencies and organizations National Council on Aging and the National Recreation and Parks Association. (NCOA, NRPA).
- Position involves working with occasional irate individuals; dealing with death and dying.
- Must be available for back up for trips, and be willing and able to drive MSC vehicles.
- Must be able to work a flexible schedule.
- Provides back-up at front desk, as needed.
- Handles and maintains sensitive and confidential information and records.
- Assists with room set up as needed.

Physical Requirements and Working Conditions

Daily activity level: Primarily sedentary

Physical characteristics: Job requires oral and aural communication; Job requires reading and comprehension of written materials; Job requires normal vision; Must be able to distinguish colors; Fine finger manipulation; Grasping with hand, gripping; Keystroking or repetitive motion of hands/fingers/arms; Lifting/carrying/push/pull up to 20 lbs.

Exposures: Exposure to biological agents, human/animal fluids, blood borne pathogens, excrement or TB.

Extraordinary working conditions: None

Hazardous equipment/machinery used: None

Required personal protective equipment: None

