



Rio Arriba County **VACANCY NOTICE**

JOB TITLE: SENIOR PROGRAM ASSISTANT DIRECTOR

Department: Rio Arriba County Senior Program
Division: N/A
Hourly: Per Salary Schedule
Position Status: Full-Time
FLSA Status: Exempt
Closing Date: October 7, 2022

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under general supervision of the Seniors Program Director or designee, the Senior Program Assistant Director will assist with coordinating the administration, outreach and coordination of programming and services that enrich and enhance the lives of Senior Citizens in Rio Arriba County. This position requires coordination of site managers, cooks, administrative staff and all other employees or volunteers of the organization to ensure the day-to-day operations of the Senior Program under the direction of the Senior Program Director. The Seniors Program Assistant Director responsibilities include assisting the Program director in administrative, programmatic and facility duties. These duties may include supervisor responsible for maintaining clean, safe and orderly operation of the Senior Center facilities across the County. Facility kitchen inspections and strategic planning, and Program Budget and review and maintenance of policies and procedures of the senior facility(s) and program.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties responsibilities and activities may change at any time with or without notice.

Essential Job Functions:

- Directs and supervises with Program Director overall Senior Program operations and assures compliance with Federal, State, and County regulations and legislation.
- Coordinates with the Program Director to: Oversee, plan, coordinate and evaluate the effectiveness and efficiency of the Rio Arriba County Senior Program and will formulate programs and/or policies to alleviate deficiencies.
- Plan, direct and coordinate, through subordinate level managers, the Senior Center facility(s) work plan; assign project and programmatic areas of responsibility; review and evaluate work methods and processes.
- Interpret departmental policies and procedures and review current and proposed programs in adherence to all county policies, federal and state mandates.

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810
Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*

- Coordinates and supervises, under the direction of the Program Manger, the day-to-day activities of all the support staff assigned to the Rio Arriba County Senior Center(s), along with supervising all site managers at the various Senior Center Sites located in Rio Arriba County; reviews and approves all timesheets and leave requests for personnel under his/her supervision; completes performance evaluations on all supervisory personnel involved with Senior Programs at least once per year; ensures that all employees receive orientation, training, and instruction as required in the performance of their duties; maintains accurate documentation and evaluation of all staff under his/her supervision.
- Participates in the Preparation and oversight of the yearly operational budget for the Senior Program; responsible for presenting and justifying the department budget before the County Commission; responsible for ensuring fiscal accountability for all budget expenditures.
- Monitors budgetary allocations and prepares program budgets for all senior center sites within the County; prepares applications for grant proposals; documents and submits information and reports to the agency director Area Agency on Aging (AAA) in regard to program services; develops, reviews and recommends budget adjustments to the Finance Department. Monitors the SAMS database for accurate tracking of program units.
- Ensure activities for the department are performed in accordance with all applicable laws, regulations, policies and procedures.
- Management responsibility of departmental services and activities including but not limited to; employee training, staffing levels, staff travel and training as directed by the Seniors Program Director.
- Update, implement and write program changes to improve Senior Program functions and services; review policies and procedures on a regular basis to ensure compliance with new mandates.
- Assist with the establishment and maintenance of an effective system of communication throughout the organization and with the public.
- Prepares bid forms for vendors for various supplies and food products related to Senior Programs.
- Prepares the Legislative funding Request, Capital Outlay Request; lobbies for the Senior Centers; may be required to perform lobbying services for the Rio Arriba County Senior Program during the legislative session in coordination with management; attends meetings and conferences dealing with Senior Programs such as National Council on Aging, the New Mexico Agency on Aging and Area Agency Organizations;
- Assists the Program Director in ensuring the maintenance of safety standards at all Senior Centers within the County; maintains and reviews all reporting requirements and submit them on a timely basis as required as well as for ensuring that all facility and/vehicle licensing requirements are met.
- Consults, coordinates and cooperates with other Social Service Agencies regarding services for Seniors; prepares menus in accordance with AAA and state requirements and submit them to the funding source as required; monitors and prepares menus for Senior Centers and County in accordance with nutrition and caloric guidelines; ensures that service delivery requirements and policies are followed; ensures that food costs are within Area Agency on Aging (AAA) regulations.
- Coordinates ordering of all food and non-food items necessary for the continuation of all services for all County Senior Program sites along with the Senior Program Inventory Control Manager; obtains products at the best possible price and by following the agency purchasing procedures; responsible for maintaining accurate inventory and accountability of products and equipment purchased by or for all the County Senior Program Sites.
- Assists the Program Director with all procurement responsibilities; coordinates non-routine purchasing needs; negotiates prices for supplies, may review departmental expenditures to assure compliance with established policies and procedures; prepares requisitions; requests purchase orders; orders and maintains office supplies; processes invoices for payment.
- Reviews and maintain goals as required for the Senior Program; prepares and submits all required daily, weekly, monthly, quarterly and annual reports as required and on a timely basis.
- Ensures that all participants be registered using the National Aging Program Information System (NAPIS) registration on a timely basis; conducts and ensures that all assessments and re-assessment for homebound clients in the Rio Arriba area are completed and updated as required by program policies and Area Agency on Aging (AAA); maintains accurate files on homebound service participants.
- As directed may oversee grants, and will assist agency assigned staff with all fiscal/grants management and budgetary responsibilities.
- Responsible for the inspection and maintenance of the Senior Facility kitchens and other adjacent properties ensuring the safety of all employees and program participants as required by the Program Director.

- May direct and manage financial and accounting activities related to grants awarded to the Senior Program; assures proper and timely reporting of fund utilization; assures compliance with grant stipulations and requirements; coordinates timely requests for grant disbursements for various programs within the Senior Program in coordination with Program Director.
- Monitors revenues and expenditures and appraises management of revenue shortfalls, expenditure overruns and non-compliance situations; accounts for the proper administration of purchase orders, requisitions, vouchers and contracts.
- May conduct employee briefings and meetings with staff.
- Liaison with agencies (e.g. local food banks, NM Economic Development District's Non-metro New Mexico Area Agency on Aging, the NM Legislature, US Department of Agriculture, US Department of Economic Development Administration, and US Department of Agriculture Rural Development) to build positive working relationships and ensure the department is interacting with the community.
- Ensure the communication, implementation and training of Rio Arriba County's Emergency Operations Plan (EOP) in coordination with Rio Arriba Fire and EMS.
- Ensure safety and security of the facility, employees and all program participants in County Senior Centers.
- Review case management documentation to include maintaining necessary paperwork to track progress, daily and general logs, program attendee records and other related documentation.
- Coordinates, through subordinate level managers, the departments' work plan.
- Performs and presents studies and informational presentations. May present to the County Commission and/or County management.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort.
- Performs other duties as assigned or required.

Knowledge / Skills:

- Strong mathematical skills
- Skilled at understanding local customs, cultures and traditions
- Ability to demonstrate cultural awareness and sensitivity
- Ability to use sound judgment when dealing with stressful situations
- Knowledge of best management practices and standard operating procedures related to gerontology work related to aging and the overall well-being of individuals
- Knowledgeable of public and business administration principles
- Knowledge of the fundamentals of supervision and the ability to coordinate and supervise staff; provide leadership and direction.
- Skill in planning, scheduling, directing, supervising and reviewing the performance of staff projects or contract in an effective manner.
- Knowledge of and experience in the operations, services and activities of a comprehensive Senior Program.
- Knowledge of the principles and practices of gerontology and appropriate nutrition for Senior Citizens.
- Read, write, speak and comprehend the English language.
- Knowledge of program development and administration, and budget preparation and management.
- Knowledge of pertinent federal, state, and local codes, laws, and regulations and the ability to interpret and apply them.
- Ability to make sound judgments and use discretion in applying and interpreting department policies and procedures; and in planning, assigning, directing and evaluating the work of other employees.
- May require skill in the use and care of weapons, including firearms.
- Skill in restraint and self-defense tactics.
- Skill in the techniques of obtaining information through interrogation, investigation and observation.
- Ability to analyze and assess reports, programs, policies and operational needs and make appropriate adjustments, and to assist in the development and administration of department goals, objectives and procedures.
- Ability to analyze hazardous situations in a rational, mature and confident manner and to act effectively; to remain calm and effective under stressful situations.

- Ability to prepare clear and concise administrative reports.
- Ability to analyze problems, identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Ability to establish and maintain effective relationships with staff, subordinates, County officials, and the public.
- Skilled at interacting with diverse groups of people and individuals.
- Knowledgeable and Skilled using Microsoft Office including Word, Excel, and Outlook.
- Ability to act in an independent and conscientious manner using sound judgment.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to communicate effectively, both orally and in writing.
- Ability to act in an independent and conscientious manner using sound judgment.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.

Minimum Qualifications

- High School Diploma
- Five (5) years of increasingly responsible work experience in the planning, development and/or administration for the elderly with direct management/supervisory experience within local government; or equivalent in experience as described above, with at least two (2) years of direct management/supervisory experience. Or an equivalent combination of education and experience.
- Successful completion of thorough background investigation may including FBI fingerprint check. Must not have been convicted of a felony.
- Shall be able to maintain a valid New Mexico driver's license.

Working Conditions:

Work is performed in a fast-paced administrative office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in Senior Center facilities within Rio Arriba County. Some fieldwork may be required (meal route creation, planning...). This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours is required as well as travel and attendance at meetings. Must be available and to provide customer support 7x24x365 in the event of County emergencies.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio

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Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org