

**TOWN OF BARRE  
POSITION DESCRIPTION**

**Position Title: Director COA**

**Departments: COA**

**Reports to: COA**

**Exempt/Non-Exempt Status: Non-Exempt**

**Grade Classification: A-4**

**Position Description Approved: Sept 2004**

**Position Description Revised: 07-06-15; 01-03-17**

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***Position Summary:***

Administrative and clerical work in directing the programs and operations of the Town of Barre Council on Aging and Senior Center; responsible for planning, developing and implementing programs to serve the town's senior citizens ; other related work as required.

***Supervision Received:***

Works independently under the supervision of the Town Administrator, in consultation as necessary with the Barre Council on Aging.

***Supervision Exercised:***

All staff and Volunteers.

***Essential Duties and Responsibilities:***

Performs routine yet responsible duties requiring judgement and initiative in conducting programs and assisting seniors to access services. Has access to departmental related confidential information such as income eligibility and medical information of seniors applying for services. Errors could result in reduced efficiency and productivity of Council on Aging services, adverse public relations, financial loss or administrative problems. Has frequent contact with senior citizens, business community, local organizations serving seniors, state agencies and the general public. Contact requires a high degree of sensitivity, patience, and tact.

Plans and supervises the daily operation of the Senior Center and the Council on Aging; oversees all aspects of administration of the Center including reports to the state, record keeping if statistics on usage of the nutrition site, and outreach to encourage seniors in the community to participate in the program provided.

Publicizes and promotes services and programs available to seniors. Serves as an information and referral source for seniors requiring assistance pertaining to transportation, medical needs, housing, education and support. Assists seniors with filing of applications for assistance programs.

Counsels and assists seniors with their needs; serves as an advocate for seniors and a liaison to a variety of social, health and human service agencies and local, regional, and state organizations serving senior needs.

Prepares and administers grants for various assistance programs.

Provides clerical support work for the Council on Aging; answers phone, runs errands; receives and processes mail; prepares payroll records; composes, types and distributes correspondence; prepares forms; compiles statistics.

Provides guidance and advice to the Council on Aging on senior issues.

Keeps informed and trained on current issues and situations affecting seniors by attending a variety of local and regional meetings and workshops and reading newsletters and journals. Maintains

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knowledge of available senior related services and opportunities, as well as state and federal funding resources.

Supervises staff and volunteers at the Senior Center, and recruits and supervises volunteers for the Council on Aging programs and activities.

Coordinates with and operates under the supervision, regulations, and guidelines of state and federal resource administrators, such as the Massachusetts Executive Office of Elder Affairs (EOEA).

Develops and maintains working relationships and collaborations with other Senior Center Directors in the regional; works to “regionalize” programming and services among contiguous towns as appropriate.

Plans, facilitates, and executes all social functions held at the Barre Senior Center, upon the advice of the Council on Aging.

***Desired Minimum Qualifications:***

***Education and Experience:***

High school diploma or GED; a minimum of two years’ experience in an field such as health, social or human services, social work, gerontology or related field required; experience working with seniors highly desirable. Interest in issues affecting seniors or any equivalent combination of education or experience.

***Necessary Knowledge, Skills and Abilities:***

Knowledge of elder service networks and applicable state and federal funding sources. Strong interpersonal skills and interest in the care and support of the senior population. Ability to communicate clearly and concisely in person, by phone and in writing. Ability to use initiative, tact, and judgement in persuading and working with state agencies, service providers, the elderly and their caregivers. Skill in operation of listed tools and equipment. Basic knowledge of first aid, CPR and defibrillator.

***Tools and Equipment Used:***

The position requires the ability to operate standard office equipment including but not limited to: telephone, calculator, fax machine, computer, and photocopier.

***Physical Demands:***

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, bend, and reach, squat and kneel. The employee must be able to speak and hear. The employee is frequently required to use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The work requires some travel to and from meetings and training sessions.

***Work Environment:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work is performed indoors under general office conditions. The noise level in the work environment is generally quiet but occasionally it can be moderately loud with noise generating throughout the Senior Center.

***Work Schedule:***

The work schedule is fairly regular. In general the position requires 37 hours per week.

***Selection Guidelines:***

The successful candidate will be chosen by the Board of Selectmen, in consultation with the Council on Aging, through the hiring procedures set forth in the town's Personnel Policy Manual.

***Summary:***

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the position change.