City of Las Vegas
Career Opportunity

Applications are being accepted for a full time **Senior Center Manager** for the City of Las Vegas Community Service Department.

Entry Level: Per Pay Plan – $18.24

Nature of Job: This position plans, organizes, implements and supervises the overall operations of the various Senior Centers to include but not limited to food services, recreation activities, educational programs, and trips/excursions. This Position will also work with other agencies that offer services to Senior Citizens prepares and monitors the department budget, supervises staff and other assigned staff and/or volunteers, ensures the City's Senior Citizen needs are met. Carries out requirements covered under scope of work as outlined in the contracts entered into with North Central New Mexico Economic Development District, and North Central New Mexico Economic Development District Non-Metro Area Agency on Aging. Responsible for all aspects of general office coordination. Responsible in the development and implementation of goals, objectives, policies and procedures for the Senior Centers. Selects, trains, supervises and schedules Senior Centers staff, volunteers, and seasonal employees, maintains and submits timesheets. Supervises the operations of the on-site cafeterias that serve daily meals to senior adults within the facilities and participants of the Meals on Wheels programs. Assures compliance with the State Health Department. Maintains proper sanitary and safety practices. Maintains the Material Safety Data Sheet (MSDS) binder. Coordinates, schedules, and maintains related records and statistics for programs. Monitors revenues and expenditures in assigned area to assure sound fiscal control and assists with annual budget requests and budget preparation. (A detailed job description is available at the Human Resource Office.)

Qualifications: B.A. in Business Management, Recreation, Geriatrics, Social Work, or a closely related field. Valid NM Driver's License and must be insurable by the City's insurance carrier. CPR/First Aid Certification. Must attend Certifications and Trainings as mandated by industry/State.

Posted: General Public: June 17, 2015 thru June 24, 2015

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Elmer J. Martinez, City Manager

Human Resource Manager