

BOARD OF SELECTMEN
Steven P. Rose, Chairman
Robert F. Brady, Jr., Clerk
Eric S. Beckerman, Associate

Gregory S. Enos
TOWN ADMINISTRATOR

Town of Avon Massachusetts



Town Offices
Buckley Center 02322
(508) 588-0414
FAX (508) 559-0209

TOWN OF AVON

2021 JUL -2 P 12:44

TOWN CLERK

JOB POSTING **COUNCIL ON AGING DIRECTOR**

The Town of Avon is seeking a dynamic and visionary leader for the position of Council on Aging Director. The Town of Avon is a community of 4,500 residents and has an active senior population. This managerial department head level position is responsible for providing advocacy and support systems to the Avon senior citizens by working with them to help maintain and improve their independence and quality of life, by managing the department within policies and expectations set forth by the Town, the Town's General Bylaws, and state/federal laws.

Job Responsibilities: The primary function of this position is to perform responsible supervisory, administrative, and professional work in planning, organizing, and directing all Council on Aging services and activities. The role is responsible for the daily operations of the Town's Senior Center, and implementing policies and procedures developed by the Council on Aging and Town Administrator. Performs key public relations for the department, responding to questions and concerns. Serves as the "go-to-person" for elderly clients and population daily and on a professional and personal level providing a relationship that demonstrates continuity, humor, and sensitivity to their needs.

Qualifications and Experience: Minimum requirements include a Bachelor's Degree. Master's degree in Gerontology preferred, with course work in community development, social services or a closely related field. At least three to five years of progressive experience working with a senior population. Leadership and management skills to oversee professional staff and projects. A valid driver's license is required. Qualified applicants will have experience in budgets, personnel management and public relations. Expert knowledge of Massachusetts Elder Services and all related laws and regulations. Practical knowledge of town government, and the mandates affecting senior services in local government. Strong computer skills, particularly as it relates to Council on Aging systems. Excellent communication skills, grant writing and fundraising skills, strong supervisory and mentoring skills. Offer of employment will be contingent on successful completion of a full background check which includes a physical exam, drug screen and CORI check.

Hiring Salary Range. \$55,000 - \$60,000 commensurate with qualifications and experience; Full time 35-hour per week, exempt, benefit-eligible position.

To Apply: Qualified applicants should send resume, town application and cover letter to Shanna Faro, 65 E. Main Street, Avon, MA 023022 or humanresources@avon-ma.gov. For complete posting, town application and job description visit www.avon-ma.gov. Position open until filled. Resumes will be reviewed as received with preference to those received by June 23, 2021.

POSTED: JULY 2, 2021

The Town of Avon is an Equal Opportunity/Affirmative Action Employer.