



Senior Citizens Director City of Tuskegee

July 29, 2014

Job Summary:

Researches information sources related to health promotion, nutrition education, senior program planning, develops policies, analyzes situation and needs, formulates program, prepares work plan and controls budget to support activities. Ensures that department activities are carried out in accordance with City plan and coordinates the preparation of all reports to the South Central Alabama Development Commission (SCADC) and the City of Tuskegee.

Knowledge:

Substantial knowledge of principles and practices of senior program planning, development, implementation, and administration. Knowledge of Community senior citizens' needs and social services resources. Knowledge of budgeting process. Skill in oral and written communication. Proficient in Microsoft Office.

Education and Experience:

Bachelor's degree from a college or university in social welfare, recreation, or education or related field, with one year in counseling, education, recreation work involving the elderly.

Qualified Applicants Should Submit:

City of Tuskegee application to
HUMAN RESOURCE DEPARTMENT
Re: **Senior Citizens Director**
101 Fonville Street, Rm. 201
Post Office Box 830687
Tuskegee, Alabama 36083

Apply online at: www.tuskegeecalabama.gov
EOE (Equal Opportunity Employer)
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Drug-Free Workplace

Position Open Until August 15, 2014