

## **DIRECTOR**

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**Name:**

**Reports To:** County Judge and County Commissioners

**Department:** Senior Center

**Classification:** Full-time County Employee

**Date:** October 07, 2025

**Approved:**

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### **JOB SUMMARY:**

Director is responsible for the successful operation of the Scurry County Senior Center.

### **ESSENTIAL FUNCTIONS:**

- Administration and maintenance of Senior Center building condition for sake, sanitary and efficient operation.
- Supervise preventive maintenance on all vehicles.
- Act as liaison with the funding entities as well as Council of Governments, Scurry County and TDHS.
- Supervise publicity and promotion of the Senior Center.
- Supervise directly the work of all Senior Center employees.
- Maintain a current job description on all employees.
- Represent Senior Center at educational meetings.
- Keep County Judge and county commissioners informed as to operation of Senior Center.
- Assure compliance with all regulations placed on the Senior Center.

**ADDITIONAL RESPONSIBILITIES:**

- Organize menu with prepared weekly menus from registered dietitian and send monthly to Area Agency on Aging.
- Work to insure harmonious teamwork among the staff.
- Work closely with all activity groups to assure maximum participation and satisfaction.
- Work with staff in individual positions to keep abreast of duty requirements in order to assist in absences.
- Prepare annual budgets and monthly AAA requests for reimbursements.
- Verifies training of staff and volunteers to meet state and federal mandates.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to deal effectively with the public and the elderly.
- Knowledge of federal and state nutritional guidelines.
- Knowledge of bookkeeping principals, methods and practices, as applied to accounting transactions, including budgetary accounting.
- Knowledge of modern office methods and procedures and use of standard office equipment.
- Ability to utilize computers and programs currently used.

**TRAINING AND EXPERIENCE:**

- High School graduate or equivalent.
- Four years experience in aging programs.
- Two years supervisory or executive responsibility.
- Any combination of training and experience which provides required knowledge, abilities and skills.

