



Town of West Seneca

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MEMO

To: The Honorable Town Board

From: Tina M. Hawthorne, Town Attorney

Date: January 20, 2021

Subject: Resolution
Creation of Director of Senior Services

Please see the attached resolution for the creation of Director of Senior Services for the Town Board's adoption. This resolution creates this title and retires the title of Senior Recreational Therapist, which was held by Ms. Josefiak prior to her retirement. The creation of the Director of Senior Services will require that the Town create an Advisory Committee of Senior Services. I have attached the Erie County Personnel position description for your review.

DIRECTOR OF SENIOR SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, developing and supervising program of activities and services for Senior Citizens. This is an important administrative position involving responsibility for developing and directing a municipal program designed to fill the needs of older adults. The work is performed under the general direction of a Municipal Advisory Committee for Senior Citizens with wide latitude for the exercise of independent responsible judgment and technical skill in formulating policy and workable program for the elderly members of the community. Supervision is exercised over subordinate staff and volunteer workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, initiates, organizes and supervises a diversified program of educational, social and recreational activities for older adults;

Supervises, trains and advises other staff members in the promotion, organization and conduct of activities;

Recruits, trains and supervises volunteers working in programs for older adults;

Studies the needs of elderly citizens of the community and recommends action to meet them, with special emphasis on a broad activity program and utilization of community resources;

Acts as a technical advisor to the Community Advisory Board for Senior Citizens, prepares agendas, schedules appearances and prepares recommendations for submission to the Advisory Committee;

Creates annual budgets and maintains budget expenditures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the characteristics, needs and interests of the elderly, especially as they relate to health and recreation; thorough knowledge of local, State and Federal laws related to the elderly; good knowledge of administrative principles and practices and of their effective application to a community group, good knowledge of public relation techniques; working knowledge of County, State and Federal agencies providing services of grants for services for the elderly; ability to plan and supervise the work of others; ability to communicate clearly and effectively both verbally and in writing; initiative and resourcefulness; reliability; good judgment; capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements; either:

- A.) Graduation from a regionally accredited or New York State registered college or university with a Master's degree and four (4) years of progressively responsible full time paid experience in group work involving older adults, one (1) year of which shall have been in a responsible supervisory capacity; or:
- B.) Graduation from a regionally accredited or New York state registered four (4) year college or university with a Bachelor's degree and five (5) years of progressively responsible full time paid experience in group work involving older adults, one (1) year of which shall have been in a responsible supervisory capacity; or:
- C.) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

RESOLUTION
DIRECTOR OF SENIOR SERVICES

WHEREAS the Town of West Seneca has a Senior Recreational Therapist, position, which recently became vacant; and

WHEREAS after review of operations at the Town of West Seneca Senior Center the Town Board wishes to create the position of Director of Senior Services and retire the position of Senior Recreational Therapist; and

WHEREAS the creation of the position of Director of Senior Services requires the approval of the Office of Erie County Personnel and the creation of a Town of West Seneca Advisory Committee of Senior Services; and

NOW THEREFORE, be it resolved that the Town Board of the Town of West Seneca hereby creates the position of Director of Senior Services and retires the position of Senior Recreational Therapist and authorizes the Supervisor to complete and file any necessary paperwork with Erie County Personnel; and

BE IT FURTHER RESOLVED, that the Town Board will create a Town of West Seneca Advisory Committee of Senior Services within 90 days hereof.