

MAJOR FUNCTION

This is responsible administrative and supervisory work assisting in directing a Service Center that may operate up to eighty hours per week. Work includes assisting the Center Supervisor in performing a comprehensive array of tasks which include, but are not limited to program development, fiscal management, facilitation of physical plant and grounds maintenance and repair, public relations, community outreach, special projects, and coordinating the social service agencies housed in the center. This employee works with considerable independence and is expected to employ sound judgment in the execution of job duties. Work is performed under the general supervision of a Supervisor-Service Center who reviews work through observation, conferences and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists Center Supervisor in directing and coordinating the day-to-day operations of a community service center that may operate up to eighty hours per week. Assists the Center Supervisor in the preparation of budgets, reports, studies and statistical analysis of the functions, operations, and programs sponsored by or housed within the center. Assists in directing and supervising center staff. Assists with the identification of grant sources and development and submission of grant applications. Assists with the development and implementation of capital projects for facility maintenance and repair, including identifying funds, securing bids and overseeing work in progress. Assists in planning, formulating and implementing outreach and information dissemination initiatives, policies and procedures. Assists in policy formulation and implementation, directing center utilization, service delivery and intake. Performs public relations and resolves complaints and concerns with the operation of the facility. Supervises maintenance and security functions of Center facilities. Maintains routine records and makes reports as required. May recommend hiring, transfer, promotion, grievance resolution, or discharge of subordinate personnel. Assumes full responsibility for facility and its programs and operation in the absence of the Center Supervisor. Performs related work as required.

Other Important Duties

Attends staff meetings, workshops and conferences. Purchases Center supplies as needed. Prepares Center newsletter and other correspondence related to Center operations. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of general administrative practices and management techniques. Knowledge of general maintenance and grounds keeping practices, and some familiarity with the operation of related equipment. Knowledge of pertinent rules and regulations governing a center's operation. Ability to assist with the development and installation of management systems and procedures. Ability to organize and interpret program and fiscal data associated with Center operations. Ability to communicate effectively, clearly and concisely orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, other agency personnel, and the general public. Ability to impartially carry out the rules, regulations, policies, practices and procedures essential to successful center and program operation. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in social services, social work, public or business administration, recreation, or a related field; or possession of a high school diploma and four years of staff, administrative or professional experience in a community service agency or with a health or social service related program, or in facility operation and maintenance, or a combination thereof; or two years of the previously referenced experience and two years of staff, administrative, professional or technical experience in a security or public safety position; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Revised: 05-09-79
09-06-84
01-24-90
08-19-91
09-07-95
02-17-04*
11-01-11