

NOTICE OF POSITION OPENING

Director of Elder and Human Services

Full-time Salaried Position

The Town of Littleton (population 8,924) seeks qualified candidates for the full-time salaried position of Director of Elder and Human Services. Works under the policy direction of the Council on Aging/appointing authority; directly supervised by the Town Administrator.

Performs professional, administrative and supervisory work in planning, coordinating and administering the elder services and human services programs of the Town of Littleton, to identify and meet the needs of and enhance the quality of life of the town's elderly population.

Master's degree in social work, human services, gerontology/nursing, public administration, or related field; three to five years of progressively responsible professional experience in social work, public administration, elder services or human services; or any equivalent combination of education and experience. Thorough knowledge of elder service and human services programs and delivery systems; and of related state and federal grant programs.

Starting salary range \$56,229 and \$60,238, plus benefits. Apply by sending resume and cover letter to Town Administrator, Town of Littleton, 37 Shattuck Street, Littleton, MA 01460 by no later than Wednesday, June 8, 2011 at 3 PM. The Town of Littleton is an equal opportunity employer.

Posted: 5/5/11

Deadline: 6/8/11 at 3 PM