

**COUNCIL ON AGING DIRECTOR**  
**TOWN OF DEDHAM**

The Town of Dedham (population 22,809) seeks qualified candidates for the position of Council on Aging Director for the Town of Dedham. Works under the administrative direction of the Town Administrator and the policy direction of the Council on Aging Board. Performs varied, complex and responsible professional duties requiring the exercise of initiative and considerable independent judgment. Works from municipal and departmental policies and objectives; establishes short-range plans and objectives and assumes direct accountability for results. Performs highly responsible duties in managing the department, conducting service programs, supervising employees and addressing the needs of the elderly. Directs the daily operations of the Council on Aging department. Supervises two full-time employees, two part-time employees and volunteers. Develops, supervises and conducts social, educational, recreational and health programs for senior citizens following the policies of the Council on Aging; confers with state and local officials and professional and community organizations to develop better ways to meet the needs of Dedham seniors. Thorough knowledge of the federal, state regional services and local resources available to the elderly. Working knowledge of all applicable federal and state statutes, including, without limitation, regulations pertaining to available programs for the elderly and reporting laws regarding elder abuse. Knowledge of grants availability/resources and grant writing techniques. Knowledge of counseling, specifically for the elderly. Ability to develop effective and constructive working relationships with elder citizens, services providers, human service agencies and the general public. Manages business of the department including maintaining correspondence, reporting, payroll activities and personnel records, purchasing, accounts payable and budget monitoring. Ensures completeness, accuracy and timeliness of books, records, accounts and reports. Bachelor's Degree in human services or related field; three to five years of progressively responsible experience in the assessment and evaluation of elder client needs, senior programs and development and grant writing. Supervisory experience desirable; or an equivalent combination of education and experience. Working knowledge of computer systems and software packages, inclusive of word processing, spreadsheets, scanning, Power Point or other presentations applications, electronic distribution of documents and emails. ***Salary range is \$61,145 to \$74,912 with excellent fringe benefits.***

Please send resume, letter of interest and names of three (3) professional references to Town Administrator, Town of Dedham, Town Office Building, 26 Bryant Street, Dedham, MA 02026 no later than May 6, 2011 or by e-mail to nbaker@dedham-ma.gov

***The Town of Dedham is an Affirmative Action/Equal Opportunity Employer.***