



Director – Council on Aging Town of Bedford

The Town of Bedford (pop. 13,986) seeks an energetic and team-oriented individual for the position of Director for the Council on Aging. This full time position reports directly to the Town Manager. Duties include, but are not limited to: developing and implementing new and continuing programs for seniors and caregivers, including conducting needs assessments, locating funding if appropriate, program design, administration and evaluation; supervising a staff consisting of professional and clerical employees, temporary fitness instructors, and grant-funded project coordinators; serving as liaison between the Council on Aging and relevant committees and organizations; staffing Council on Aging Board; preparing and presenting budgets, reports, and statistical information to Town officials and others; coordinating town-wide services for elders provided by agencies and volunteers, overseeing the local transportation service, and educating the public about the Council on Aging and its programs and services and issues affecting its seniors..

Minimum requirements include one to two years of graduate education in a relevant field and at least three (3) years of exempt-level experience in management in an elder service organization, or any equivalent combination of education and experience. Preference will be given for previous relevant municipal experience.

The hours for this position are Monday through Friday, 8:00 a.m. to 4:00 p.m. The Director will also be required to attend night meetings and occasional weekend Council on Aging activities in addition to the regular 40 hour work week. The starting salary range for this position is \$57,900- \$64,300 depending on experience and education. The Town of Bedford offers a comprehensive and generous benefits package.

Application for employment may be downloaded at:
<http://www.bedfordma.gov/index.php/employment>

Please send application (required), resume, and letter of interest to:

Jessica Porter
Assistant Town Manager
Town of Bedford
10 Mudge Way
Bedford, MA 01730

or fax to (781) 275-6310

The position will remain open until filled. Preference will be given to applications received by **October 1, 2011**.

The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.