

CITY OF MARLBOROUGH

EXECUTIVE DIRECTOR, COUNCIL ON AGING

The City of Marlborough is seeking an Executive Director for the Council of Aging. The successful candidate will direct and exercise management control over programs and services for the elderly residents. The position reports to the Mayor.

Responsibilities include: Supervision of administrative, clerical and social worker employees, as well as volunteer; secure funding and administer grants; prepare and monitor an annual operating budget; provide periodic needs assessments and advocate for elder programs; coordinate efforts of the City on Continuum of Care; provide emergency intervention and appropriate referrals for elders at risk; provide supervision of transportation and other services; recruit and assist in training of volunteers; liaison to various boards and agencies; and other related duties.

This individual should have knowledge of social services; a bachelor degree in social work, gerontology or equivalent. Masters Degree preferred; 3-5 years involved in the elderly network; strong interpersonal skills and experience in volunteer recruitment required.

A full job description is available online at www.marlborough-ma.gov.

Please submit resume and cover letter by June 14, 2010 to:

City of Marlborough
Personnel Department
140 Main Street
Marlborough, MA 01752

Apply online at:

personnel_dept@marlborough-ma.gov