



## **Employment Opportunity**

Community Services Supervisor - Bureau of Aging and Disabilities

\$59,530 annual salary (Grade C14)

40 hour *exempt* position with full benefits package

*Apply By: Monday, July 8, 2019 @ 5:00 p.m.*

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### **GENERAL RESPONSIBILITIES**

Oversees the management of all Carroll County Senior and Community Centers, the day habilitation program for older adults with disabilities, and the congregate and home delivered meal programs, monitoring and fiscal performance of operation programs, activities, and senior volunteer opportunities, in accordance with Federal, State and local laws.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Develop, implement, and evaluate goals, policies, programs, procedures, and work schedules
3. Develop Requests for Proposals and /or Invitations for Bid documents
4. Compile statistics, prepare grants, monitor program budgets, and complete audits and reports required by management or government agencies
5. Study and standardize procedures to improve efficiency and ensure cost containment and appropriate service delivery
6. Plan, develop, implement and promote public relations and marketing plans for programs and services
7. Any employee may be identified as Essential Personnel during emergency situations

### **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in nutrition, gerontology, social work, human services or related field\*
2. Four years related experience in program management, gerontology, or nutrition including two years supervisory experience
3. Experience working with older adults and adults with disabilities preferred

\*A comparable amount of training and experience may be substituted for the minimum qualifications.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Serv Safe/Food Safety Certification (or obtain within the first year of employment)
2. Valid driver's license
3. First Aid, CPR, Blood Borne Pathogens, and AED Certifications (or obtain within the first 3 months of employment)
4. Maryland Medication Technician Certification (or obtain within 3 months of employment)
5. Requires criminal background check as condition of employment

A Carroll County Government job application is required for these positions.

**Apply on-line: [www.carrollcountymd.gov](http://www.carrollcountymd.gov)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 6/21/19**  
**(19-132)**

**Carroll County is an equal opportunity employer**