

WILLIAM LANTIGUA  
MAYOR

FRANK BONET  
PERSONNEL DIRECTOR

*City of Lawrence  
Personnel Department  
City Hall Room 303  
200 Common Street  
Lawrence Massachusetts 01840*

TEL: (978) 620-3060  
FAX: (978) 722-9130  
[www.cityoflawrence.com](http://www.cityoflawrence.com)

## EMPLOYEE JOB POSTING

**Title:** Director of Council on Aging  
**Department:** Council on Aging  
**Pay Grade:** Job Group 21  
**Union:** SEIU

---

**Duties:** Works under the administrative direction of the Mayor and the policy direction of the Council on Aging Board. In accordance with municipal policies and objectives; establishes short and long-range plans and assumes direct accountability for department results. Performs varied and responsible professional duties requiring considerable initiative and judgment; exercises independent judgment in conducting service programs, recreational activities, and managing departmental finances, supervising employees, and dealing with elderly issues.

Provides department level supervision over programs and staff including four-(4) full-time, three-(3) part-time employees, and numerous volunteers during the course of a year.

Professional, administrative and supervisory work in developing and implementing programs and services of the Council on Aging and management of the Senior Center in an effort to meet the needs of the City's elderly residents; performs all other related work as required.

**Qualifications:** Bachelor's Degree in a relevant field of human service/gerontology or related field, Masters degree preferred; minimum of four-(4) years of progressively responsible supervisory experience in group elder service programs and application of accounting and word processing software in an elderly social service environment; or an equivalent combination of education and experience

Working knowledge of federal, state, and local funding resources and applicable laws pertaining to the provision of elderly services. Working knowledge of federal and state regulations pertaining to programs for the elderly. Knowledge and proven experience in grant writing techniques. Working knowledge of information referral services to the elderly.

**Appointing Authority:** \_\_\_\_\_

**William Lantigua, Mayor**

**Posting Date:** February 2, 2010

**Deadline:** UNTIL FILLED

***APPLICATIONS AVAILABLE IN THE PERSONNEL OFFICE***

*The City of Lawrence is an Equal Opportunity employer*

*Full Job Description and Application available at the City of Lawrence Personnel Department.*

***REASONABLE ACCOMMODATIONS*** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.