

SKAMANIA COUNTY SENIOR SERVICES ASSISTANT DIRECTOR

Skamania County has an exciting opportunity for an experienced candidate to fill the position of Assistant Director in the Senior Services Department.

Skamania County Senior Services provides multiple services to senior citizens including information and assistance, case management, in-home services and nutrition services. Additionally, a transportation system provides transit services for the general public and demand response services. The Assistant Director will join a staff of persons dedicated to excellent public service and providing services to assist seniors in maintaining their independence.

The successful candidate will manage the Senior Services Department's financial operations and its transportation and nutrition programs. Responsibilities include grant management, compliance and reporting, implementing a new financial software system, preparing complex financial reconciliations, audit preparation, budget preparation and performance monitoring, and managing transportation and nutrition programs and personnel in accordance with grant requirements and departmental goals.

Qualifications: A Bachelor's Degree in Accounting, Business Administration, Public Administration or other closely related field and a minimum of three years progressively responsible related experience; or an equivalent combination of education and experience, which provides the knowledge, skills, and abilities to perform the essential functions of the position. Social services program experience preferred.

Salary Range: \$3,725 - \$4,409/ mo. The position is eligible to work 4 10-hours/day schedule.

To Apply: Job description and employment application are available on-line www.skamaniacounty.org Please include a cover letter and resume with your application that describes your background and experience. Submit applications to: Skamania County Senior Services Director, PO Box 369, Stevenson, WA 98648. To be considered, candidates must submit an application, cover letter and resume by 5:00 PM on Friday, February 19, 2010.

SKAMANIA COUNTY JOB DESCRIPTION

**TITLE: ASSISTANT SENIOR
SERVICES DIRECTOR**

**FLSA STATUS: Exempt
Approved:
Salary Range: 22**

SUMMARY

This position maintains and ensures financial compliance with multiple, complex program grants to provide senior services and other programs offered through Senior, oversees Senior Services Transportation and Nutrition Programs, and performs complex administrative tasks. This position develops, implements, and monitors department budgets and financial reporting systems, researches and prepares reports and tracks department revenues and expenses. This position is under the direction of the Senior Services Director, but requires considerable independent problem solving and judgment.

ESSENTIAL FUNCTIONS

Oversees the Transportation Program, including dial-a-ride services and transit services. Supervises and evaluates Transportation Manager and Dispatcher. Researches and implements changes in regulations, guidelines and best practices.

Oversees the Nutrition Programs, including Congregate Meals, Home Delivered Meals, and Arts and Crafts Program. Supervises and evaluates the Food Manager, Meal Site Coordinator, Arts and Crafts Specialists, and I & A Specialist for duties related to nutrition. Researches and implements changes in regulations, guidelines and best practices.

Performs complex accounting functions for all Senior Services programs. In consultation with the Director, develops annual departmental budgets for the department. Monitors the departmental budget throughout the year, identifying areas of deficiency and prepares draft supplemental budgets as required.

Performs financial analysis of the department's programs and supervises and develops systems to track costs as needed. Supervises the tracking of state and federal revenues and development of standardized reporting systems used by staff and/or contractors. Supervises monitoring of such for accuracy and compliance with county, state, and federal laws and regulations, as well as contractual requirements.

Tracks and maintains multiple complex contracts and grants for Senior Services programs. Works collaboratively with Director to implement new contracts, renewal contracts and contract amendments processes. Monitors grant revenues; monies received and dispersed; Supervises preparation of detailed weekly and monthly financial reports in conjunction with compliance dates and schedules.

Supervises research in generating accurate information for various required state and federal reports.

Supervises the Account Tech II in preparation of vouchers, including ensuring accuracy and

timeliness. Supervises maintenance of vouchers tracking and audits to ensure expenditure report matches vouchers.

Prepares and monitors grant inventories and insures grant funds are accurately expended and reported.

Provides other administrative support to the Senior Services Director, including program reviews with the state auditor and other monitoring agencies during audits.

Serves as the Director in the absence of the Director.

Monitors subcontractor's accounting systems in annual onsite reviews.

Prepares reports in compliance with all county, state and federal laws, regulations and contractual requirements.

Attends all county and state trainings and meetings as requested.

PERIPHERAL FUNCTIONS

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of governmental accounting, including the BARS coding system.

Knowledge of basic bookkeeping and accounting practices.

Knowledge of principles of grant management.

Knowledge of principles and practices of budget development, preparation and monitoring.

Knowledge of departmental functions, policies and procedures.

Knowledge of current computer software including Excel, Access and Word.

Thorough knowledge and skill in spreadsheet preparation for data and reports.

Knowledge of social services principles and practices.

Knowledge of supervisory principles and practices.

Ability to proficiently use standard office equipment, including a ten-key and computers for data entry, spreadsheets and word processing applications.

Skill and efficiency in performing detailed work.

Skill in analyzing and defining problems and the ability to effectively and logically resolve the problems.

Skill in organization and time management.

Ability to work independently with a minimum of supervision and to set priorities for on-going assignments.

Ability to meet strict time frames.

Ability to prepare and maintain accurate, clear, and concise records and reports.

Ability to maintain confidential information.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to maintain collaborative and professional working relationships with County elected officials, department heads, employees, state agencies and allied providers.

EDUCATION AND EXPERIENCE

A Bachelor's Degree in Accounting, Business Administration, Public Administration or other closely related field and a minimum of three years progressively responsible related experience; or an equivalent combination of education and experience, which provides the knowledge, skills, and abilities to perform the essential functions of the position.

WORKING CONDITIONS

Work is performed primarily in an office environment. Stress associated with competing priorities and strict timelines is a job element, which must be successfully managed.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting, walking, stooping, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.
