



LAWRENCE COUNTY COMMISSION JOB VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
NON-EXEMPT POSITION	11/08/2022	11/17/2022 at 4:30 p.m.
JOB TITLE	SENIOR SITE MANAGER – TOWN CREEK SENIOR CENTER	
DEPARTMENT	COMMISSION ON AGING	
STATUS	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal Full Benefits Option Part-time Benefits Eligibility	
PAY GRADE	Grade 4 - \$11.59 – \$14.81 – Pay commensurate with experience.	
POSITION DESCRIPTION	This position is responsible for managing the programs and services of an assigned senior center. Oversees and assists with food service to clients. Recruits and supervises volunteer staff. Maintains and completes daily, monthly records and reports.	
REQUIREMENTS FOR POSITION	Knowledge of senior services principles and practices. Knowledge of Health Department rules and regulations related to food safety. Knowledge of nutrition and meal planning principles and practices. Knowledge of basic bookkeeping principles. Knowledge of general office principles and practices. Skill in planning, organizing, conducting, and evaluating senior nutrition and other programs. Skill in problem solving. Skill in prioritizing and planning. Skill in interpersonal relations. Skill in operating computers and job-related software programs. Skill in oral and written communication.	
EDUCATION	Must possess a high school diploma (or equivalent) along with work related experience preferred.	
HOW TO APPLY	Employment applications are available on our website at www.lawrencecountyal.org or from the Lawrence County Commission Office located at Annex 3, 12001 AL. Hwy. 157, Moulton, AL 35650. Completed employment applications, with current resume (if applicable) must be returned to the Lawrence County Commission Personnel Department. Applications and resumes may be delivered in person at the above address or mailed to: Lawrence County Commission, P.O. Box 307, Moulton, AL 35650. Emailed to: kfoster@cc.lawrencecountyal.gov Fax to: 256.974.2403 The Lawrence County Commission may be contacted at 256.974.0663	

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