

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Senior Adult Facilities Coordinator - Parks and Recreation

SALARY RANGE: AFSCME 3636 Grade L Pay Range: \$57,077-\$70,253

Excellent benefit package, including medical, dental, vision, retirement; holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

- Organize, design, plan, execute and evaluate educational, vocational, trip program and social programs for Southfield's large senior adult population.
- Supervise, train, and motivate career, non-career, contractual, and volunteer staff.
- Participate in public relations activities related to senior adult services
- Develop and oversee budget; responsible for daily expenditures of the facilities.
- Responsible for daily maintenance of senior adult facilities in collaboration with the Facility Supervisor.
- Create partnerships with local businesses and civic organizations; develop contacts with outside agencies and associations to support senior adult activities.
- Work closely with other City departments to create a team approach to more effectively deal with issues concerning senior adults.
- Recommend a system for future older adult-oriented programming, including needs assessments, program development, and resource allocation.
- Supervise and evaluate transportation programs for senior adults, including, Transportation of Southfield Seniors (TOSS) and those services through the Suburban Mobility Authority (S.M.A.R.T.)
- Encourage and focus dialogue on senior adult-oriented issues throughout the community; meet with community leaders and business representatives to foster understanding of the growing senior adult population and keep senior adult-oriented issues a high priority.
- Serve in an advisory capacity on Boards and Commissions related to the senior adult population.
- Other duties as assigned.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Bachelor's degree or equivalent in Recreation, Social Work, Education, Psychology, or closely related field.
- Must possess a proactive, public service attitude and excellent communication skills; superior interpersonal skills necessary to promote effective communication.
- Four years of increasingly responsible related experience sufficient to effect knowledge of area resources and governmental procedures relevant to the Senior Adult population; including experience in the planning and administration of departmental activities, staff supervision and budget management.
- Must possess a valid driver's license and a good driving record as determined by the City of Southfield's Driving Standards.
- Applicants will be subject to criminal history background investigation.

The selection process will include a review of the applicant's experience for posted requirements, driving record and criminal history check, and an oral board interview. **Selected candidates will be subject to an extensive background investigation.** Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department,
26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City's website at www.cityofsouthfield.com

Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

City of Southfield Application Packet Must Be Received in the Human Resources Department no later than 5:00 P.M.

Wednesday, July 14, 2021

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

JS: June 15, 2021



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.