

Position Available – Rutherford County has a Senior Center Director position available. Position reports to the County Manager. This position is responsible for the management and development of staff, programs and services offered at the Senior Center. Position ensures the center operates in compliance with federal and state laws and regulations, county ordinances, and department policies and procedures, prepares the annual budget, monitors expenditures, and prepares grant applications. Position works closely with outside agencies, vendors, and departments. The purpose of this position is to administer the delivery of aging services. Successful performance in this position contributes to the quality of life for the county's elderly population. Maintains information in various databases and must maintain complete confidentiality. Minimum requirements: knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field, experience sufficient to thoroughly understand the diverse objectives and functions of the department with 3-5 years of related experience. Must be computer literate and proficient in Microsoft Office. Hours: 8:30-5:00 Mon-Fri, minimum \$41,688 annually plus benefits, negotiable depending on experience. Apply; Rutherford County Human Resources Dept. 289 North Main Street, Rutherfordton or online at www.rutherfordcountync.gov. Background and drug test required. Position open until filled. Must possess a valid NC Driver's license. EOE