# Operations Manager

**Grade: 8**

**FLSA: Exempt**

**Date: 8-21**

**Job Summary:** Coordinates and manages the operation of a senior activity center to which the incumbent is assigned; supervises activity programs; oversees daily meals program; performs other duties as assigned.

**Essential Functions:**

1. Coordinates and manages all aspects of the operation of Department of Aging & Human Services’ senior activity center to which he or she is assigned;
2. Supervises staff assigned to the senior activity center who are part of the Division of Senior Center Operations; assists in the interview process for hiring of applicants and training of center staff,
3. Develops, implements, and evaluates programs, services, and activities for seniors provided by the senior activity center;

4. Monitors the proper operation and delivery of the food service program;

5. Reports safety, security and building concerns to the appropriate county department;

6. Submits daily financial reports and administers senior activity center petty cash fund;

7. Communicates with and coordinates contracted instructors at assigned senior activity center;

8. Ensures quality and consistency of services provided by center staff, contractual instructors

 and volunteers;

9. Submits monthly status reports and other data as required; and10.Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public in a positive, professional manner;
3. Expert knowledge of Department and senior activity center practices and procedures;
4. Expert knowledge of relevant Federal, State, and Local regulations regarding the administration of senior activity centers and associated programs;
5. Expert knowledge, or the ability to gain knowledge on nutrition, sanitation, and food service requirements;
6. Thorough knowledge of County and Federal fiscal management;
7. Ability to effectively communicate with other staff members; ability to coordinate, advise, and work with other professionals;
8. Ability to supervise and motivate assigned staff;
9. Ability to prioritize and multitask;
10. Ability to keep accurate records;
11. Ability to operate relevant computer systems, including hardware and software;
12. Expert writing skills.

**Education and Experience:**

1. Bachelor’s degree in recreation, human services, or a related discipline;
2. Three years or more of experience or additional education in a specialized area.

**Additional Requirements:**

1. Must be CPR certified or become certified within three (3) months of hire.

**Physical and Environmental Conditions:**

Work requires physical effort in the handling of materials or boxes and tools or equipment in non-strenuous work positions up to 40 pounds and/or continual standing or walking 60% of the time; may be required to move furniture to accommodate programs and activities.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date