CLASS SPECIFICATION
Senior Studies Program Manager

FLSA Status:   Exempt
EEOC Job Category: Professional
Union Representation: Unrepresented

GENERAL PURPOSE
Under direction, plans, coordinates, oversees, implements, promotes and evaluates the District’s Senior Studies program for older adults; serves as District’s Senior Studies liaison and resource person; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Senior Studies Program Manager is responsible for the development, administration and implementation of the District’s Senior Studies program in order to provide life-long learning and enrichment opportunities for older adults at the District’s Senior Center. The incumbent provides administrative and technical management and coordination on Senior Studies program activities and offerings. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Senior Studies Program Manager is distinguished from other professional District classes in that an incumbent in the former class is responsible for managing and administering the District-wide Senior Studies Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, coordinates, oversees, implements, promotes and evaluates the District’s Senior Studies program; develops, supervises, maintains and updates the program master plan and goals in compliance with District policies and procedures; contributes to the development of and monitors performance against the annual program budgets; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve program and District goals, objectives and performance measures consistent with the District's quality and service expectations.

2. Participates in development and evaluation of Senior Studies classes, events and other offerings; researches and conducts needs assessments to identify older adults enrichment and life-long learning needs and interests; participates in design and development of and plans, organizes and/or conducts Senior Studies classes, offerings and events to meet District goals and objectives; plans, organizes, coordinates and oversees class, program and event evaluation activities, including relevant task force
proceedings, distribution and review of evaluations/questionnaires and participant interviews; analyzes results and makes program adjustments, as necessary.

3. Selects, trains, provides work direction to and oversees the work of program staff; oversees purchasing and maintenance of budgeted program supplies and equipment; designs and drafts press releases, flyers, TV spots and brochures; conducts speaking engagements and interviews to publicize and promote program activities, classes, events and offerings; coordinates with other departments to schedule classes, programs and events; assists in registering senior participants.

4. Serves as District’s Program liaison and resource person; plans, coordinates and administers Advisory Council meetings; responds to internal and external inquiries about program; with various senior agencies, including Community College Education of Older Adults (CCEOA), Agencies and Programs on Aging (APA) and American Society of Aging (ASA), establishes, coordinates and maintains effective working relationships, participates in meetings, conferences and other events, and organizes and sponsors programs; acts as advisor to Districts’ Seniors’ Student Club and Senior Associate’s Foundation; coordinates and conducts fundraising activities for program.

**OTHER DUTIES**

1. May serve on District committees, as assigned.

**QUALIFICATIONS**

**Knowledge of:**

1. Senior Adults demographics and life-long learning needs, concerns and interests.

2. Principles and theories of aging pertinent to the development and implementation of classes, programs and events for Senior Studies program.

3. Federal, state and local laws, regulations and court decisions applicable to areas of responsibility.

4. Cultural and socio-economic issues relevant to Senior Studies Program.

5. Research methods and data analysis techniques.

6. Standard business software, including word processing, data base and spreadsheet programs.

7. Principles and practices of sound business communication.

8. Principles and practices of effective supervision.

9. District classified human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Manage, oversees and administer the Senior Studies program.

2. Organize, coordinate, evaluate and conduct effective classes, events and offerings for the Senior Studies Program and related meetings, conferences and other events.
3. Communicate clearly and effectively, both orally and in writing.

4. Exercise sound independent judgment within general policy guidelines.

5. Operate a computer using word processing, database and other business software and other standard office equipment.

6. Relate effectively to older adults from diverse socio-economic and cultural backgrounds.

7. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

8. Establish and maintain effective working relationships with District management, administrators and staff; Seniors’ agency representatives; Senior Studies program participants; the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a bachelor’s degree in psychology, social work, education, business administration or a closely related field; and at least three years of progressively responsible older adult education program management experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

None.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; observe and interpret people and situations; perform highly detailed work on multiple concurrent tasks with constant interruptions, and interact with District management, administrators and staff; Seniors agencies’ representatives; Senior Studies program participants and the public.
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.