

Job Posting:

Posted: 12/31/2021, open until filled, position available immediately

Title: Director of Senior Services

Employer: Oglethorpe County Board of Commissioners

Reports to: Chairman, Board of Commissioners

Location: 19 Oglethorpe Drive, Lexington, GA

Status: Full-time with a competitive and comprehensive benefits package

Compensation is commensurate with experience and qualifications.

Under general supervision, plans and directs specialized services for the elderly in Oglethorpe County, Georgia. This position is responsible for preparing and managing the Senior Center's budget, developing policy, evaluating contracts, maintaining necessary records, statistical reporting and tracking, and outreach, development, and promotion of center activities. This position supervises Senior Center support staff and volunteers and is responsible for the execution of all programs and activities at the Senior Center. The Director is primarily responsible for meeting obligations under a contract for services with the Northeast Georgia Area Agency on Aging.

Strong candidates will value the quality of life, rural culture, and professional work environment in Oglethorpe County. Candidates must be comfortable with technology as well as in a board room setting.

Please submit resume and cover letter by email to:

Amy Forrester, Oglethorpe County Clerk

aforrester@oglethorpecountyga.gov

Subject: Director of Senior Services

Or by mail to:

Oglethorpe County Board of Commissioners

c/o Oglethorpe County Clerk

PO Box 261 Lexington, GA 30648