

**City of Brooklyn Employment Opening Notice
Coordinator of Senior Center**

The City of Brooklyn invites qualified applicants to apply for the position of Coordinator of Senior Center. The position is appointed by the Mayor and serves at the pleasure of the Mayor in the Unclassified Service. Interested applicants can obtain employment applications on the City of Brooklyn's website under the Find it Fast tab. A properly completed application along with a resume is required.

General Description of Duties: Manages the day-to-day operations of the Senior Center (e.g. assigns work to Senior Center Clerk; reviews performance of Senior Center Clerk and recommends corrective action, if necessary; coordinates with vendors to provide services to senior residents; assists with scheduling of volunteers; etc.); provides reports and information as required to Mayor regarding operations of Senior Center; assists Mayor and Finance Director with preparation of budget for Senior Center; within the authority provided by the Mayor and/or ordinances/policies authorizes expenditures for supplies and equipment for Senior Center; etc.

Minimum Qualifications for Positions: High school or GED and combination of knowledge, skills and abilities necessary to perform essential functions of position. Three (3) to five (5) years experience in public administration or human services working with seniors as well as one (1) year supervisory experience, preferred.

As set established by Ordinance the salary range for the position is \$33,217 to \$55,990 a year.

Application packages must be submitted to the address below no later than January 29, 2016 to be considered. The City of Brooklyn is an Equal Employment Opportunity Employer.

Applications should be submitted to:

Human Resources
City of Brooklyn
7619 Memphis Avenue
Brooklyn, Ohio 44144