

To: Township Board of Trustees
From: Rik Kowall; Township Supervisor
Cathy Derocher; Human Resources Manager
Date: October 7, 2022
Re: Senior Center Director Wage Reclassification

Senior Center Director Kathy Gordinear has been employed with the Township since 2003 and has been the Dublin Senior Center Director since October 2008. Kathy is a graduate from Madonna University with a bachelor's degree in science with a major in Gerontology. She also has a certificate in in Mental Health and Aging and Recreational Activities. As Senior Center Director, Kathy has done a remarkable job over the last 14 years managing the senior center with limited staff and resources. She has been able to increase visibility of the programs offered and provided a safe haven to our seniors during challenging times. She is passionate about her work with the seniors and is equally respected by those she serves in or community.

As we have been reviewing the wages and contracts of several departments, we feel it is appropriate to bring the Senior Center Director in line with other staff members and one that reflects the responsibilities of running and managing the senior center facility. Attached is an amended job description with a proposed wage scale. This position would receive the same benefits and paid time off currently outlined in policies and procedures.

- The proposed wage scale replaces the existing wage scale which falls considerably lower than other department heads. Currently this position has a maximum 4-year wage of \$57,969.
- We propose Kathy Gordinear be placed at the Level 3 step increase of the attached new wage scale with a promotion to the 4-year step on her next work anniversary January 6, 2023.
- Consistent with other department leads, we recommend the Senior Center Director position is an exempt position.
- Also consistent with some of the other exempt employees, we recommend a compensatory bank be allowed up to 40 hours per calendar year for after-hours meetings and events. This time cannot be carried over if unused. This time cannot be paid out if unused.

The amended job description and proposed wage scale is attached. Internal comparisons were used for this recommendation. Please contact Cathy or Rik if you have any questions.

attachment

CHARTER TOWNSHIP OF WHITE LAKE

Job Description

Senior Center Director

Department: Senior Center

EXEMPT

Approved:

GENERAL STATEMENT OF DUTIES:

Under the direction of the White Lake Township Supervisor, the Director is administratively responsible for the management of the Dublin Community Center and its programs. This requires the performance of a variety of professional duties that expand the services and activities of the Senior Center and develop a multi-purpose senior center.

ESSENTIAL JOB FUNCTIONS:

- Responsible for the direction, planning and coordination of the Senior Center in-house programs and activities, and collaboration with the Senior Center Program Developer.
- Coordinate with the Senior Center Program Developer to produce Dublin Center newsletter and oversee the publicity of center programs and services by use of all available marketing tools.
- Direct programming to expand the utilization of the Dublin Community Center.
- Responsible for the advocacy and public relations for senior citizens of White Lake Township.
- Evaluation of the department, including employee performance appraisals and monitoring time and attendance.
- Responsible for supervising Senior Center employees and volunteers in accordance with the Township's policies and procedures. This includes the assigning and directing of job duties.
- Interviews and makes recommendations to the township board for the hiring of new employees.
- Direct and implement policies and procedures for Center to ensure compliance with required operating procedures.
- Prepare documentation of activities, applicable statistics as deemed necessary by the township supervisor and pertinent grant resources.
- Submit annual budget recommendations and monitor expenditures.
- Serve as liaison between Township Board and Senior Advisory Committee. Attends all Senior Advisory committee meetings.
- Maintain the community medical equipment loan program for residents
- Oversee and arrange for the center's building maintenance and needs including but not limited to preventative measures for heating and cooling, fires extinguisher testing, smoke detectors, schedule carpet cleaning and waxing of floors and all grounds maintenance needs to enhance the Center. Schedules and monitors bi-annual testing for the Ansul Kitchen System. Also maintain AED machine batteries and pads.
- Maintain a safe environment for seniors and staff.
- Coordinate with the Meals on Wheels program and ensure security of kitchen for meal distribution.
- This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that comprise this position.

EDUCATION / QUALIFICATIONS:

Bachelor's degree in Social Work, Gerontology, Public Administration or related field preferred from an accredited college or university; and eight or more years suggested related field experience.

KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge and experience of the practices related to work with senior populations to develop and manage an effective program.
- Ability to analyze and interpret technical procedures, government regulations, professional literature.
- Ability to write reports, develop policy/procedure.
- Ability to effectively communicate with various organizations and the senior population.
- Knowledge of first aid, certified in CPR, trained on the use of AED machines and basic emergency procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is regularly required to walk, sit, climb or balance; stoop, kneel, crouch or crawl and smell.
- The employee must frequently lift and/or move up to 25 pounds specifically while setting up tables and chairs for senior events and activities. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Recommended Wage Scale

Senior Center Director

Start:	\$61,606
1year:	\$63,454
2 year	\$65,357
3 year	\$67,318
4 year	\$70,684