

January 22, 2024

NOTICE OF JOB OPENING

POSITION: **Senior Center Project Director**

Grade: Unclassified

Annual Salary: \$48,000 - \$52,000 (DOE)

Opening Date for All Applicants: Monday, January 22, 2024

Closing Date for All Applicants: Until filled.

JOB DESCRIPTION

The Director shall be responsible for executing the policies and procedures of the Mineral County Care & Share Senior Center(s). Duties include grant preparation and administration, supervision of all center employees and volunteers, oversee designated personnel to prepare food menus using DAS guidelines, maintaining cooperative working relationships with public & private agencies and working with local programs/agencies concerning the needs of the elderly to maintain public awareness.

QUALIFICATIONS

1. Must be at least 18 years of age.
2. High School Diploma or equivalent.
3. Must be bondable.
4. Experience with basic management & financial skills.
5. Two (2) years experience supervisory experience.
6. Two (2) years experience dealing with the Public in a social services/human relations capacity.
7. Two (2) years experience in grant administration.
8. Knowledge of Federal, State & local laws & programs pertaining to the elderly.

Applications are available at the Mineral County Courthouse 105 S 'A' Street, Hawthorne, NV, (775) 945-5519 or the **Mineral County Comptroller's Office**, 205 South A Street, PO Box 2021 Hawthorne, NV 89415, or call (775) 945-0706 or e-mail comptroller@mineralcountynv.org for more information.

Mineral County will require successful applicants for all positions who are offered employment to consent to a pre-employment drug screen and background check.

Mineral County is an Equal Opportunity Employer.

Accommodations for disabled applicants can be arranged by calling the Office of the Comptroller (775) 945-0706.

Mineral County is a Drug and Alcohol Free Workplace.