

**CITY OF CRANSTON, RHODE ISLAND
ANNOUNCES AN OPEN PROMOTIONAL AND COMPETITIVE CIVIL SERVICE
EXAMINATION FOR
ASSISTANT DIRECTOR OF SENIOR SERVICES**

Applications must be filed on or before 4:30 PM, Friday, September 15, 2017, in the Office of the Personnel Director, Room107, Cranston City Hall, 869 Park Avenue, Cranston, RI 02910. Applications are available in the Office of the Personnel Director and on the Personnel webpage at: www.cranstonri.org. Time and place of examination to be announced.

Salary Range: Minimum: \$48,794.20

Maximum: \$60,460.40

DUTIES:

Reports directly to the Executive Director of Senior Services. Requires good organizational, management, communications, and problem solving skills, as well as the ability to manage multiple tasks simultaneously. Must work well with fellow employees (both within the Department of Senior Services and in other city departments) and with members and guests of the Senior Enrichment Center. Coordinates with, assists and supports the Executive Director in all administrative and program functions.

Responsible for member recruitment, member data collection and member solicitation initiatives. Assists with coordination of all special events. Organizes interactions for new members and participants by directly interacting with participants and staff. As the center's chief ambassador, organizes outreach efforts for Senior Clubs, manors, and related groups and organizations to educate the community about programs and services that the Department provides. Develops, executes and staffs weekly evening programs and initiatives targeting younger seniors. Assists in researching and writing grant proposals and RFP's as needed. Assists in developing content for the Senior Center's cable television program, "55 + No Limits." Performs other duties and tasks as required and/or assigned.

PREFERENCE:

Honorable discharged active duty war veterans who have received a passing final grade of 70% shall have five (5) points added to their final grade and disabled active duty war veterans shall have ten (10) points added to their final grade

In order to receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish a copy of his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veteran's Administration. **The DD 214 and proof of disability classification must be submitted at the time of the written examination.**

(OVER)

VETERAN DATES FOR ACTIVE DUTY WAR VETERANS

- August 20, 1982 to December 31, 1987
- December 20, 1989 to January 31, 1990
- August 2, 1990- July 13, 1992
- September 18, 2001- A period to be prescribed by law, and Act of Congress or Presidential Proclamation
- October 16, 2001- A period to be prescribed by law, and Act of Congress or Presidential Proclamation

EXAMINATION:

Examination shall consist of a written test and weight of the examination shall be 100%. The minimum passing grade shall be 70%. Qualified employees will have appropriate seniority points added to a passing score.

QUALIFICATIONS:

Strong organizational and management skills. Sensitivity to the needs and concerns of the senior population in general and specific knowledge of segments of the senior population, particularly the younger senior, sufficient to develop programs and activities directed toward specific needs and preferences. Ability to prioritize multiple tasks, flexibility to work evenings and ability to manage social media outreach.

MANDATORY EXPERIENCE AND TRAINING:

Graduate of a four year college or university with bachelor's degree or equivalent, minimum of three years' experience in oversight of municipal or state government program or operations or an equivalent combination of education and experience. Demonstrated experience managing employees and/or consultants. Strong writing and communications/public relations skills. Ability to develop, plan, and execute special events. Proficiency with computer applications as Word, Excel and Access and the ability to become proficient in the use and administration of specialty software applications.