



DIRECTOR OF SENIOR SERVICES

The Town of Amherst in Erie County, NY is seeking an experienced professional to serve as Director of Senior Services. The Director is responsible for planning, developing, organizing and supervising a program of educational, social and recreational activities for Senior Citizens, and coordinating programs and services with County, State and Federal agencies. The successful candidate must have thorough knowledge of the characteristics, needs and interests of the elderly especially as they relate to health and recreation; thorough knowledge of local, State and Federal laws related to social services and the elderly; strong knowledge of administrative principles and practices and of their effective application to community groups; good knowledge of public relation techniques; working knowledge of County, State and Federal agencies providing services for the elderly, the ability to immediately coordinate services with Erie County social services programs and the capability to plan and supervise the work of others. Amherst residency will be required. Requires a Masters degree and four (4) years of full time paid experience, or a Bachelor's degree and five (5) years of full time paid experience in the related areas. Excellent compensation and benefits package available. Successful completion of a civil service exam will be required at a later date. Minority applicants are encouraged to apply. Forward letter of application, resume and three (3) professional references postmarked by January 3, 2020 to Robert P. McCarthy, Director of Human Resources, Town of Amherst, 5583 Main Street, Williamsville, NY 14221. EOE, M/F/V/D