

PUBLIC RELATIONS, DIRECTOR

CITY OF GRENADA

NATURE OF WORK

This is supervisory and specialized work in directing the senior activities of the Lewis Johnson Senior complex and the Summer Food Program.

ILLUSTRATIVE EXAMPLES OF WORK

Plan work of the Aging employees, ensure accuracy of time sheets, and prepare payroll.

Attend Council Meetings.

Supervises and plan Aging activities at the Lewis Johnson Senior Citizen Complex.

Supervises planning and implementation of the Youth Summer Food Program.

Personally participates in the preparation of regular monthly reports.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of municipal finance.

Considerable knowledge of the organization and functions of municipal government.

Ability to use good judgment in making decisions in conformance with laws, regulations and policies.

Ability to express ideas effectively orally and in writing.

Ability to plan, assign, and supervise the work of subordinates.

Ability to establish and maintain effective working relations as necessitated by work assignments.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from high school or acceptable equivalent, supplement by college level work in accounting and business subjects.

Considerable experience of a progressively responsible nature in difficult office work, preferably including some supervisory experience.

Considerable experience in booking or finance activities.

COMMUNITY SERVICE

Secretary

RESPONSIBILITIES:

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Arrange meetings for office staff.
- Complete Screening forms
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Maintain scheduling and event calendars.
- Make copies of correspondence and other printed material.
- Schedule and confirm appointments for clients.
- Operate office equipment such as fax machine, copiers, and phone systems.
- Team work with responsibility cleaning inside and outside the Lewis Johnson Senior Citizens' Complex.

Water Aerobics Instructor

RESPONSIBILITIES:

- Teach seniors citizens High Impact Aerobics, walking, jogging, High intensity exercises, cool down, stretching
- Teach senior citizens Low Impact Aerobics, walking, jogging, low intensity exercises, cool down stretching
- Teach senior citizens Arthritic Water Aerobics, walking and stretching
- Clean working area, bathrooms and showers in the pool area
- Wash towels
- Team work with responsibility cleaning inside and outside the Lewis Johnson Senior Citizens' Complex.