



## Job Advertisement

# COUNCIL ON AGING DIRECTOR Town of Bedford

The Town of Bedford (pop. 14,329) seeks an energetic and team-oriented individual for the position of Director for the Council on Aging. This full-time position reports directly to the Town Manager. Duties include, but are not limited to: developing and implementing new and continuing programs for seniors and caregivers, including conducting needs assessments, locating funding if appropriate, program design, administration and evaluation; supervising a staff consisting of professional and clerical employees, temporary fitness instructors, and grant-funded project coordinators; serving as liaison between the Council on Aging and relevant committees and organizations; staffing Council on Aging Board; preparing and presenting budgets, reports, and statistical information to Town officials and others; coordinating town-wide services for elders provided by agencies and volunteers, overseeing the local transportation service, and educating the public about the Council on Aging and its programs and services and issues affecting its seniors.

Minimum requirements include one to two years of graduate education in a relevant field and at least three (3) years of exempt-level experience in management in an elder service organization, or any equivalent combination of education and experience. Preference will be given for previous relevant municipal experience.

The hours for this position are Monday through Friday, 8:00 a.m. to 4:00 p.m. The Director will also be required to attend night meetings, evening activities and occasional weekend activities in addition to the regular 40 hour work week. The FY15 salary range for this position is \$61,366 - \$82,845 with the starting salary not exceeding the mid-point of \$72,105 depending on experience and education. The Town of Bedford offers a comprehensive benefits package.

Applications are preferred by Tuesday, February 17, 2015.

**Application for employment may be downloaded at:**  
[www.bedfordma.gov/employment](http://www.bedfordma.gov/employment) . The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted.

Please send application (required), resume, and letter of interest to:

Sarah Buhler  
Human Resources/Management Analyst  
Town of Bedford  
10 Mudge Way  
Bedford, MA 01730

or fax to (781) 275-6310

**The Town of Bedford is an Affirmative Action/Equal Employment  
Opportunity Employer**