



2000 Forest Ridge Drive, Bedford, Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2100

**Open: June 28, 2012**  
**Close: July 12, 2012**

**JOB POSTING**  
**Senior Center Manager**  
**Full Time**  
**Monthly Salary \$4,577**

**JOB SUMMARY:**

Directs all aspects of services provided to senior citizens

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Supervisory experience to include interviewing, hiring and training, as well as, planning, assigning and directing work.
- Ability to write performance appraisals and disciplinary documents.
- Customer service experience in handling complaints and problems.
- A valid Texas Driver's License
- Notary Public or capable of becoming a Notary.

**SKILLS AND EXPERIENCE:**

- Demonstrated skills in utilization of computer software and basic knowledge of general office equipment.
- Ability to develop and promote establishment of local programs and services such as clinics and educational activities.
- Ability to serve as City liaison in meetings, forums and discussions with community leaders and other interested parties to promote objectives of the seniors' programs.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to prepare public information materials dealing with Senior's special problems and general educational areas.
- Desired: Certification in CPR.

**TO APPLY:**

Applications are available at City Hall, 2000 Forest Ridge, Bedford, TX or on-line on our web site @ [www.bedfordtx.gov](http://www.bedfordtx.gov).

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