

City of San José

GERONTOLOGY SPECIALIST (FT) (7114)
GERONTOLOGY SPECIALIST (PT) (7115)

CLASS PURPOSE

Under general supervision, is responsible for work of moderate difficulty in developing and implementing a gerontology recreation or human service program or component thereof. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Plans, organizes, conducts and evaluates special leisure or human services activities for senior citizens.
- Plans, organizes, and conducts special cultural activities of interest to seniors, including festivals, concerts, recitals, dramas, and other fine arts.
- Plans, organizes, and conducts special recreation events, trips, visits, programs, and social clubs for senior citizens.
- Interacts with community groups and agencies to identify and determine leisure and human services needs of the senior population being served.
- Provides information and referrals to the community regarding senior programs available.
- Develops and disseminates publicity about programs and events through all forms of media.
- Recruits, interviews, and places volunteers in the Retired Senior Volunteer Program; screens, selects, and monitors community agencies which serve as volunteer stations.
- Establishes and implements program objectives.
- Collects and maintains data on the volunteer service.
- Plans menus for weekday senior nutrition program.
- Schedules classes and workshops and contracts with professionals to provide specialized instruction.
- Supervises and trains employees assigned to unit.
- Maintains records and prepares reports on program utilization and attendance.
- Evaluates operations and services as assigned, and makes recommendations for improvement in the efficiency and effectiveness of the service.
- Participates in the preparation and operation of the budget for their assigned gerontology area.
- Advises and consults with staff in the community center operations concerning their area of gerontology specialty, and assists in training staff in conducting activities for the special population being served.

DISTINGUISHING CHARACTERISTICS

An employee in this class is responsible for developing and implementing a specialized program or a component of a program under the authority of the Office on Aging. This class differs from that of

Senior Recreation Leader in that incumbents of the latter class are involved in direct line provision of recreation activities at an assigned site. This class differs from that of Gerontology Supervisor in that incumbents of the latter class are responsible for managing major city-wide gerontology programs or a multi-service senior center.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of special service needs of senior citizens, such as physical fitness, recreation, education, socialization, nutrition, and health maintenance.
- Knowledge of principles and practices of supervision.
- Ability to coordinate and conduct a variety of special recreation activities of moderate scope.
- Ability to relate effectively to employees, senior citizens, and the public.
- Ability to express oneself clearly and concisely, both orally and in writing.

Competency Knowledge, Skills, and Abilities

- Knowledge of record-keeping.
- Knowledge of leisure activities of interest to senior citizens.
- Knowledge of organizations and agencies providing services to senior citizens.
- Knowledge of public information and program promotion techniques.
- Ability to train both employees and volunteers in the various technical aspects of working with senior citizens.

Education

Completion of a Bachelor's Degree from an accredited college or university in Recreation and Leisure Services, Gerontology, or a closely related field.

Experience

One (1) year of full-time related recreation leadership or programming experience, including six (6) months specialized experience in a senior citizen program.

Acceptable Substitutions

Additional years of increasingly responsible recreation leadership or programming experience in senior citizen programs may be substituted for the education requirement on a year-for-year basis for up to two (2) years. There will be no substitute for the one (1) year of full-time recreation leadership or programming experience, including six (6) months specialized experience in a senior citizen program.

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Licenses/Certificates

A Class A or B California driver's license with applicable endorsements may be required as a condition of employment in some designated position.

(3/82), (Rev. 4/85), (Rev. 4/92), (Rev. 9/97), (Rev. 11/97), (Rev. 6/98)
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