



Position Title: Director of Elder Services
Department: Administration
Reports to: Director of Public Services
Hours: 35 hours per week
Date: March 16, 2022
Salary: \$75,000 to \$90,000 Depending on qualifications

The Town of North Reading is seeking a motivated and collaborative leader to work under the supervision of the Director of Public Services and/or Town Administrator to manage the Elder Services Department and Edith O'Leary Senior Center. This position is a Department Head role leading a full-time staff of two, and additional part-time staff. This position will be tasked with re-positioning North Reading Elder Services in the post-pandemic world as an operation offering dynamic programming for any resident age 55 or older. This position will also facilitate the work of the Council on Aging, the Town's relationship with regional elder services agencies, and will assist in implementing the Town's goal of being "Age-Friendly". Position works closely with department heads, other Town employees, and volunteer board/commission/committee members. Candidates should possess a Bachelor's Degree (Master's Degree preferred) and have more than 5 years related experience, or any equivalent combination of education and experience and a valid driver's license.

The salary range for this position starts at \$75,000 and ranges up to \$90,000 depending on qualifications. Interested candidates should send a cover letter and resume to jobs2@northreadingma.gov. The Town of North Reading is an Equal Opportunity Employer