

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2458

**OPEN COMPETITIVE EXAMINATION FOR: SENIOR CENTER
COORDINATOR**

SALARY: \$18.27 ~ \$23.79 per hr. Non-Exempt, 35 hrs./wk., paid bi-weekly (NOTE: New hires start at the beginning of the range)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

APRIL 3, 2023

IMPORTANT:

1. **Veterans** – Veteran’s points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative and not all inclusive)

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

Senior Center Projects Coordinator Example of Work (Illustrative Only)

Works with other City Depts to assist seniors with benefits and needs i.e. Assessor’s Office to assist with Renter’s Rebate applications; Work with area non-profits to assist seniors with benefits and needs i.e. New Opportunities to assist with the Connecticut Energy Assistance Program; Coordinate with Brass City Harvest for our weekly distribution of our Farm Bag Program and assist with distribution; Coordinate with Animeals to assist seniors in obtaining pet food and assist with distribution; Attend Advancing Health Literacy Meetings and trainings; Assist with required requirements and grant reporting; Performs other related duties as required.

Senior Center Program Coordinator Example of Work (Illustrative Only)

Develops and schedule senior citizen recreational programs and special events; Encourages seniors to attend or join in activity and keep charge throughout the event; Create a monthly publication to disseminate information and publicize events Coordinate with instructors, volunteers, community agencies, and businesses to schedule events and programs; Performs other related duties as required.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Comfort with public speaking and answering questions in a large group setting; Ability to prioritize and handle multiple and complex tasks in order to meet deadlines; Ability to work well with others within a small team environment; Ability to use standard office equipment; copiers, FAX machine, phones, computers; Ability to utilize MS Office products (Excel, Word, Outlook)

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Associate Degree or 60 college credits and at least three (3) years' work experience in a human services or B.A. and at least one (1) year of experience in a human-services. Regardless of Degree type, required field of study in Human Services or related field of study.

SPECIAL NOTE:

POSITION TYPE/EXPECTED HOURS OF WORK: This is a full-time position.

Days and hours of work are Monday through Friday 8:30 a.m. to 4:30 p.m. Note that some flexibility (in terms of nights and weekends) may be required for presentations, meetings, health fairs, etc.

**COPIES OF APPLICABLE DOCUMENTS (DIPLOMA OR TRANSCRIPTS)
MUST BE SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the White-Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **APPEAL PROCESS:** An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V

EEOP Utilization Report available upon request

2/24/23 USAR mj
3/31/23 CLOSE 4/3/23

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N) 0 % of Shift	OCCASIONALLY (O) 1-33% of Shift				FREQUENTLY (F) 34-66% of Shift				CONSTANTLY (C) 67-100% of Shift				
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C	N	O	F	C
Physical Demands					Depth Perception		X						
Standing		X			Color Distinction		X						
Walking		X			Peripheral Vision		X						
Sitting			X		Driving		X						
Lifting		X			Physical Strength:								
Carrying		X			Little Physical Effort (-10 lbs.)		X						
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling		X			Temperature Changes		X						
Reaching		X			Wetness		X						
Handling		X			Humidity		X						
Grasping		X			Extreme Noise or Vibration	X							
Twisting		X			Exposure to Chemicals	X							
Feeling			X		Exposure to Gases and Fumes	X							
Talking				X	Exposure to Unpleasant Odors	X							
Hearing				X	Exposure to bodily fluids	X							
Repetitive Motion			X		Exposure to dampness	X							
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X							
Visual Acuity/Near			X		Mechanical Hazards	X							
Visual Acuity/Far	X		X		Physical danger or abuse	X							

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: 12/8/22

Position: Senior Center Coordinator