

*Limestone  
County Commission*

*Chairman  
Collin Daly*

*Administrator  
Ellen Morell*



*Commissioners:  
Daryl Sammet  
Danny Barksdale  
Derrick Gatlin  
LaDon Townsend*

**THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:**

**PROGRAMS COORDINATOR**

Council on Aging

**Alabama Career Center  
2535 Sparkman Dr. NW  
Huntsville, AL  
Phone: (256) 851-0537**

**Or**

**Limestone County Commission  
310 W. Washington St.  
Athens, AL  
Phone: 256-233-6400**

**Or**

**Online: <https://limestonecounty-al.gov/doing-business/jobs>**

**MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.**

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES  
AND RESPONSIBILITIES**

**SALARY \$20.95 PER HOUR**

**APPLICATIONS WILL BE ACCEPTED UNTIL  
THE POSITION IS FILLED**

**AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)**



## **Programs Coordinator**

Council on Aging

COA/5  
Grade 14

### **JOB SUMMARY**

This position is responsible for coordinating and promoting Council on Aging programs to the public.

### **MAJOR DUTIES**

- Promotes all Council on Aging programs to community groups, civic organizations, and the general public; develops and delivers presentations.
- Plans, promotes, coordinates, and implements special projects, center activities, field trips, exercise programs, etc.
- Assists with Medicare Part D open enrollment activities; assists seniors in selecting drug plans.
- Performs intake for new clients; inputs data into AIMS system; processes death notifications.
- Answers telephone and greets visitors; provides information and assistance.
- Delivers meals and operates a van to transport clients as needed.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of senior services principles and practices.
- Knowledge of public relations and marketing principles.
- Knowledge of senior program and event development, management, and implementation.
- Skill in planning, organizing, conducting, and evaluating senior programs.
- Skill in problem solving.
- Skill in prioritizing and planning.

- Skill in interpersonal relations.
- Skill in operating computers and job-related software programs.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Council on Aging Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include program guidelines and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related program coordination duties. The unique nature of client needs contributes to the complexity of the position.
- The purpose of this position is to coordinate and promote Council on Aging programs and services. Success in this position contributes to the efficient and effective delivery of services to area seniors.

## CONTACTS

- Contacts are typically with coworkers, other county staff, representatives of state agencies, hospital and other health care providers, other agencies providing senior services, representatives of assisted living and senior housing providers, hospice staff, clients, and members of the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects and distinguishes between shades of color.
- The work is typically performed in an office. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use or protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to a high school diploma.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.