



**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.**

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717  
phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

**Position Announcement**

**Senior Nutrition and Senior Transportation Program Director**

Rocky Mountain Development Council’s Senior Nutrition and Senior Transportation Programs are seeking applicants for the position of a full time, exempt Program Director. The salary for this position is \$47,476/year, plus RMDC’s generous benefit package that includes health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

This position is responsible for the Senior Nutrition Program in Broadwater, Jefferson, and Lewis & Clark Counties, the Senior Transportation Program in Helena, Commodities Program in the Tri-County area along with White Sulphur Springs, Elliston and Avon and the Helena Senior Center. Duties include planning and directing program operations; establishing policies and procedures; coordinating program activities; conducting outreach activities; managing and monitoring program budgets; authorizing equipment and supplies purchases; developing the annual work plan and budget; and coordinating the work of subordinates.

**Minimum Qualifications:**

**Knowledge:**

Knowledge of general management practices such as: establishing objectives, priorities, and developing work plans; theories, practices, and principles of social service delivery programs for older persons. Good knowledge of fiscal management. Knowledge of supervisory techniques and personnel management practices. Nutrition Program operation and services, including dietary practices and procedures, laws, regulations, and guidelines governing dietary programs. The needs and services available to senior citizens. Bus system operations, transportation safety, and USDA food programs knowledge.

**Skills:**

Capable to make independent decisions when circumstances warrant such action. Good organizational skills. Must be able to plan, organize, develop, implement, and interpret the programs goals, objectives, policies, and procedures of the program.

**Abilities:**

Ability to develop and direct social service programs; interpret and equitably implement applicable state and federal laws and regulations; evaluate programs’ performance and design corrective action; ability to provide clear directions to subordinates; to work effectively with boards, subordinates, and other services providers, communicate effectively verbally and in writing.

Required to lift, push, pull and move equipment, supplies, etc., in excess of fifty pounds. This position involves travel on a monthly basis in the service area. Work may be stressful. Travel approximately 25% of the time. Must have a valid Montana Driver's License, acceptable driving record to meet insurability requirements for the organization's insurance carrier, pass a criminal background check, and be available for some out of town/county/state travel.

The knowledge, skill and abilities are typically acquired through a combination of education and experience equivalent to a Bachelors Degree in the Human Service area with some coursework in Public Administration, Nutrition and/or Gerontology preferred. Four years of program administration experience with two of those years in a supervisory capacity is required.

**Application Process:** Applicants must submit a signed, completed RMDC application, resume, and letter of interest. Applications are available from RMDC, [www.rmhc.net](http://www.rmhc.net), and the Helena Job Service. Incomplete application materials will not be processed. Completed application packages must be submitted to the RMDC Human Resource Office, PO Box 1717, Helena, MT 59624-1717, (200 Cruse Avenue, Helena, MT 59601). **Applications must be received by the HR Office, no later than 5:00 PM, Monday, November 20, 2017.** EEO

**RMDC's intent is to schedule interviews the first week of December and have the new employee begin shortly after the first of the new year, 2018.**