

Charlevoix County

Position Vacancy

Commission on Aging Department- Executive Director

The County of Charlevoix is seeking qualified candidates for the position of Executive Director for the Commission on Aging Department. This position reports to the Charlevoix County Board of Commissioners. The Board of Commissioners and the Executive Director are supported by the Charlevoix County Commission on Aging Board which serves in an advisory capacity.

The Executive Director is responsible for all aspects of the department including, but not limited to, in-home respite and personal care services, assessment services, congregate and in-home meals, health and wellness programs, four senior centers, and office support staff.

The ideal candidate would possess undergraduate and graduate degrees in both human services and business/public administration, ten or more years of proven leadership experience in the health and human service industry in either the public or private sector. Charlevoix County offers competitive compensation commensurate with position scope and candidate qualifications.

Preference will be given to those individuals with strong leadership skills with past experience in strategic planning, business analysis, policy formulation and implementation, and organizational development.

Charlevoix County Michigan is Great Lakes costal community located in beautiful northwestern lower Michigan and maintains a reputation as one of Michigan's' most popular resort areas boasting access to some of the States most treasured natural resources.

Applications, letters of interest, and resume's are to be submitted to the Charlevoix County Board of Commissioners, c/o Charlevoix County Clerk, 203 Antrim Street, Charlevoix, MI 49720 through February 5, 2010 The County application form must be used and can be found on www.charlevoixcounty.org under County Employment Opportunities. Charlevoix County is an Equal Opportunity Employer.