

**FREESTONE COUNTY
NOTICE OF EMPLOYMENT OPPORTUNITY**

DATE: August 3, 2026

POSITION: Director of Senior Services

DUTIES & RESPONSIBILITIES:

- Maintain Records
- Prepare menu to send to Nutritionist for approval
- Place Weekly food orders
- Manage employees
- Apply for Grants & Maintain accurate records
- Work closely with HOTCOG to ensure monthly reports are accurate for funding purposes
- Stay within the TAC requirements
- Budgets (County & HOTCOG)
- Oversee the day-to-day operation of the senior centers and meals on wheels program
- Monthly reporting to both HOTCOG & County
- Document and Deposit Money (weekly)
- General Clerical Duties
- Assessments of Clients entered into System
- Receive, Verify, and Code Invoices
- Oversee Community Service & Monthly Reports to Probation
- Health & Human Services Committee at HOTCOG
- Nutrition Meetings at HOTCOG
- Deliver meals on wheels
- Help in kitchen if/when needed
- Health Inspections (yearly)

SALARY RANGE: \$35,200.00 Hire-In; position includes medical, dental, and vision insurance

REPORTS TO: Lloyd L. Lane, County Judge

ELIGIBILITY:

- Must be 18 years old or older and have a high school diploma or GED equivalent.
- Must submit to a pre-employment drug and background screening if employment opportunity is offered.
- Must possess a valid driver's license.

Applications and additional information for this position can be obtained from the Freestone County Judge's Office: 118 E. Commerce, Room 205, Fairfield, Texas or on the county's website: www.co.freestone.tx.us

Applications will be accepted through August 19, 2026, at 4:00 p.m.