

## JOB POSTING

<b>Department:</b>	Monroe County Area Agency on Aging
<b>Organization:</b>	Monroe County Area Agency on Aging
<b>Job Code / Title:</b>	02108101/Senior Center Operator 1 (Local Government)
<b>Position Number:</b>	80000993
<b>County:</b>	Monroe
<b>Headquarter City/Address: (Work Location)</b>	724 Phillips Street Suite 102, Stroudsburg, PA 18360 Barrett Senior Center Barrett Adm & Rec Complex, 1200 Route 390, Cresco PA 18326
<b>Type of Job:</b>	Civil Service
<b>Union:</b>	PSSU
<b>Bargaining Unit:</b>	SEIU PSSU Local 668
<b>Seniority Position:</b>	Yes
<b>Type Position:</b>	Permanent / Part Time
<b>Salary Range:</b>	\$17.394 / hr.
<b>Pay Range &amp; Step:</b>	29
<b>Posting Length:</b>	14 DAYS
<b>Posting Dates:</b>	February 6 – 19, 2026
<b>Contact Name / Number:</b>	Denise Dunkelberger, Community Services Supervisor, 570-420-3726
<b>Additional Information:</b>	Work hours are 9:00am to 2:00pm Monday/Wednesday/Friday (15 hours per week). Travel and additional hours for program coverage may be required.
<b>Job Description:</b>	See attached
<b>Last Date Job Applications Will Be Accepted:</b>	2/19/2026

### RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion without examination
- Transfer
- Reassignment
- Reinstatement

### ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Three months of experience in providing direct services in a human services, education or a community based setting to the aging population or to individuals from various cultures and socio-economic backgrounds or to individuals who have physical, intellectual or emotional disabilities; or

Any equivalent combination of experience and training.

2. State Civil Service Commission Approved Additional Special Requirements: None
3. Must be a resident of Pennsylvania.
3. Must be eligible for selection in accordance with Civil Service rules.

## **ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:**

### **CLASS RESTRICTIONS**

1. Have held regular civil service status in one of the following classifications:
  - For any other classification, A determination will be made to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

### **SELECTION CRITERIA**

2. Meet the minimum experience and training required for the job.
4. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet.
5. Seniority, defined in Union Contract by the posting closing date of February 19, 2026.

### **APPLICATION INSTRUCTIONS**

5. Additional information may be obtained by calling: 570 420-3726

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

### **HOW TO APPLY – ALL CANDIDATES:**

The following materials must be mailed and postmarked on or before June 15, 2025. Late applications will not be accepted.

1. A letter of interest; a complete Application for Employment, Form SCSC-1 may be required.
2. A copy of the last due performance evaluation report if applying through the Promotion without Examination process
3. An SCSC Personnel Transfer Request form if transferring from one agency to another.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please submit your letter of interest to:

Mary Claire Megargle  
724 Phillips Street Suite 102  
Stroudsburg, PA 18360

**Monroe County Area Agency on Aging IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.**