

DIRECTOR, OFFICE FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional work of a complex nature involving responsibility for planning, developing and directing services and activities of a municipal Office for the Aging. The work is performed under general administrative direction from the County Executive in conformance with local, State, and Federal laws, rules and regulations with wide latitude allowed in the administration of the overall program. Supervision is exercised over a number of professional, technical and clerical employees.

TYPICAL WORK ACTIVITIES:

Develops and administers an area plan for programs on aging;
Coordinates, advocates for and oversees diverse services and programs designed to meet the needs of older adults;
Analyzes the range of services required by older adults, evaluates the efficiency of resource utilization in fulfilling those requirements and develops a comprehensive and coordinated service plan;
Researches, evaluates and assesses the needs of older individuals and develops proposals and alternative approaches for meeting these needs;
Supervises a variety of administrative and programmatic functions (e.g., budgeting, finance, personnel and purchasing);
Oversees the management and ensures compliance with all appropriate regulations for disbursement of federal and state aide and grant funding;
Coordinates services of the Office for the Aging with other community agencies;
Engages with public officials and community leaders to secure their collaboration, motivates them to initiate action, and establishes aging-focused initiatives;
Provides support to various community agencies and organizations regarding services and programs;
Assumes primary leadership and responsibility for the implementation and development of the Nutrition Program for the Elderly;
Reviews and comments upon applications filed by other community agencies for Federal and State grants or applications for aid for programs related to aging services;
Conducts and attends conferences, workshops and seminars related to the field of aging;
Supervises the preparation and distribution of reports, press releases and related materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of characteristics, needs and interests of the aging especially with respect to income, health, housing, recreation, nutrition and transportation; thorough knowledge of community agencies, facilities and services which can be utilized to aid older adults; good knowledge of administrative principles and practices; good knowledge of State and Federal agencies providing services or grants for services for older adults; ability to understand and interpret written material, including as it pertains to budget-related projects; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish cooperative relations with others.

MINIMUM QUALIFICATIONS:

1. A Master's degree in Social or Behavioral Sciences, Public Health, Public Administration, Recreation, Education, Business Administration, Finance, or comparable curriculum and two (2) years of full-time paid administrative or supervisory experience in a community organization or the field of aging, or

(over)

2. A Bachelor's degree in Social or Behavioral Sciences, Public Health, Public Administration, Recreation, Education, Business Administration, Finance, or comparable curriculum and four (4) years of full-time paid administrative or supervisory experience in a community organization or the field of aging.