

COORDINATOR OF SERVICES FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the administration of a municipal office for the aging and/or directing an assigned service component(s) of such an office. When authorized by the Director the incumbent may act as a second in command having responsibility for making administrative and operational decisions regarding the overall operation of the agency and/or any component. The work is performed under the general supervision of the Director, Office for the Aging with considerable latitude allowed in the performance of assigned tasks. Direct supervision may be exercised over subordinates and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Coordinates the activities of the office for the aging or administers a specific service component of the office for the aging; Assist the Director in planning, developing and coordinating programs and services for the aging; Provides technical assistance to municipal and community agencies concerned with services for the aging; Works directly with older persons or their delegates; Develops and participates in liaison activities with private and voluntary agencies concerned with the aging; Maintains detailed program service records and makes reports of services as requested by the Director; Stimulates community awareness and comprehension of the problems of older persons; news releases, establishing contacts with media, attending meetings, speaking to groups concerning the problems of older persons, and generally interpreting the role of the office for the aging to the public; Studies, evaluates and makes recommendations about programs, problems, suggestions and research concerning the aging; Assists the Director in or has responsibility for budget, finance, personnel and purchasing; Assists in the development and conduct of training of training for employees and volunteers; Supervises the activities of an office staff, agency employees and volunteer workers.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs and interests of the aging; Good knowledge of community agencies, facilities and services which can be utilized to aid the elderly; Working knowledge of public information and relations techniques; Ability to plan and supervise the work of others; Ability to communicate clearly and effectively both verbally and in writing; Ability to organize; Initiative and resourcefulness; Tact; Courtesy; Integrity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

A. (1) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree with a major concentration in public or business administration, public relations or communications, counseling, social behavioral sciences or related field and (2) one year of full-time paid experience in a responsible position involving community organization, a program serving the elderly, public or business administration, public relations or communications counseling, social work or related field.*

B. (1) Graduation from a regionally accredited or New York State registered two year college or university with an associates degree with a major concentration in one of the fields specified in (A) or related field and (2) three years of full-time paid experience in one of the fields specified in (A) or related field.

C. An equivalent combination of learning and experience as defined by the limits of (A) and (B).

* A Masters degree with a major concentration in one of the fields specified in (A) or related field may be substituted for one year of experience.

Revised 9/22/81

Reviewed 11/4/98