

DIRECTOR, OFFICE FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional and administrative position involving responsibility for developing, coordinating and directing services and activities offered by the Office for the Aging. This office attempts to improve the status and condition of the elderly through the planning and coordination of various services and programs and in certain cases the provision of necessary direct assistance. The work is performed under general administrative direction from the county legislative body in conformance with Local, State, and Federal Laws, Rules and Regulations with wide latitude allowed for the administration of the overall program. Supervision is exercised over the work of clerical and professional subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans, organizes, promotes and directs varied services and activities designed to meet the needs of older people; Evaluates and assesses the needs of older persons and having effectiveness of agencies and organizations serving or having the potential to serve older persons; Supervises administrative functions such as budgeting, finance, data collection, personnel and purchasing; Develops and administers an area plan for programs on aging; Coordinates services of the Office for the Aging with other community agencies such as the Social Services Department; Contracts public officials and community leaders to obtain their cooperation and assists them to take action in setting up programs for the aging; Provides leadership and advocacy in behalf to all older persons in the municipality; Provides technical assistance 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; Conducts research on the needs of older persons and develops proposals and alternative approaches for meeting these needs; Provides counseling and referral services for the aging; Conducts training programs for staff and volunteer workers; Conducts and attends conferences, workshops and seminars concerned with problems of the aging; Reviews and comments upon applications filed by other community agencies for Federal and State grants or applications for aide for programs related to aging services; Prepares or supervises the preparation and distribution of reports, press releases and related materials; Recruits, selects and provides direction to the required staff to achieve the aims of the Office for the Aging.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of characteristics, needs and interests of the aging especially as they relate to income, health, housing, recreation, nutrition and transportation, thorough knowledge of community agencies, facilities and services which can be utilized to aid the elderly; Good knowledge of administrative principles and practices and of their effective application to a community group; Good knowledge of public relations techniques; Working knowledge of State and Federal agencies providing services or grants for services for older persons; Ability to plan and supervise the work of others; Ability to communicate clearly and effectively both verbally and in writing; Good physical condition.

MINIMUM QUALIFICATIONS: EITHER:

- A. (1) A Master's degree from a regionally accredited or New York State registered college or university, with major work in social or behavioral sciences, public health, public administration, education, or related fields and (2) two years of full-time paid administrative experience in community organization or the field of aging; OR
- B. (1) A Bachelor's degree from a regionally accredited or New York State registered college or university, with major work in social or behavioral sciences, public health, public administration, recreation education, or related fields and (2) three years of full-time paid experience in community organization or the field of aging including at least one year in an administrative or supervisory capacity; OR
- C. An equivalent combination of training and experience as indicated in (A) and (B).

NOTE: One year of experience as described in (A) or (B) may be substituted for one year of formal higher education.

Revised 8/26/88; 8/11/11