

## **ASSISTANT DIRECTOR, OFFICE FOR THE AGING**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and supervisory work of a moderately difficult nature involving responsibility for assisting the Director, Office for the Aging, in developing and directing services and activities of an Office for the Aging. In addition, the incumbent of this position may be given specific responsibilities in one or more areas of the Aging programs. The work is performed under the general supervision of the Director and supervision may be exercised over a small number of technical and clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in program planning, development and implementation;

Performs research and evaluation of existing programs and makes recommendations for improvement;

Supervises necessary record and account-keeping activities;

Assists in the development and writing of grant applications;

Directs one or more of agency programs (i.e. Foster Grandparents, Senior Nutrition, etc.);

Performs various public relation activities, including writing releases, speaking before groups and serving on various committees;

Answers inquires and provides information in person, via phone or in writing concerning agency activities;

May supervise an informational and referral service;

May act for the Director in his/her absence.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of characteristics, needs and interests of the aging especially as they relate to income, health, housing, recreation, nutrition and transportation; good knowledge of community agencies, facilities and services which can be utilized to aid the elderly; working knowledge of administrative principles and practices and of their effective application to a community group; working knowledge of public relations techniques; ability to supervise record and account-keeping activities; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Social or Behavioral Sciences, Public Health, Public Administration, Business Administration, Education, or related field, and two (2) years of administrative and/or supervisory experience in community organization or the field of aging.

**NOTE:** A Master's degree in any of the above areas may be substituted for one (1) year of the required experience.