

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:

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 the effectiveness of agencies and organizations serving or having the potential to serve older persons;

Supervises a variety of administrative functions (e.g. budgeting, finance, 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;

Contacts public officials and community leaders to obtain their cooperation and stimulates them to take action in setting up programs for the aging;

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;

Researches, evaluates and assesses the needs of older persons and develops proposals and alternative approaches for meeting these needs;

Provides counseling and referral services for the aging;

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 aid for programs related to aging services;

Prepares or 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 the elderly; good knowledge of administrative principles and practices; good 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 effectively both orally and in writing; ability to establish cooperative relations with others.

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

NOTE:

A Bachelor's degree in Social or Behavioral Sciences, Public Health, Public Administration, Recreation, Education, or related fields and three (3) years of full-time paid experience in a community organization or the field of aging, including at least one (1) year in an administrative or supervisory capacity, may be substituted for the above education and experience requirement.

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Non-competitive (Confidential/Policy influencing)