

### **AGING SERVICES PROGRAM COORDINATOR III**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting the Director in the administration of the Office for Aging. The incumbent may act for and in place of the Director in planning, coordinating and directing the services, programs and activities of the department. The work also involves responsibility for providing technical assistance to community service providers and subcontractors in relation to grant preparation, program planning and management. The work is performed under the general supervision of the Director, Office for Aging with wide leeway allowed in the planning and carrying out the work of the position. Supervision is exercised over subordinate professional and support staff. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Assists the Director in the administration of the department and acts for and in place of the Director when needed;

Assists the Director in establishing departmental goals, objectives and priorities;

Works with the director and fiscal administrator to develop annual agency budget to ensure program requirements and funds match;

Works as part of this administrative team to ensure the quarterly state reports are submitted accurately and timely;

Independently plans, coordinates, implements and supervises a complex service component or special project in the Office for Aging, including but not limited to writing special grants, taking the lead on special projects assigned by the Director;

Analyzes, evaluates and makes recommendations to the Director regarding a variety of agency programs and problems;

Develops, maintains and analyzes statistical, demographic and programmatic material to aid in reporting and planning activities and planning process;

Monitors department plan for adherence to planned levels of performance and manages on-going plan activities;

Develops and implements performance standards for quality assurance;

Monitors the performance of program subcontractors as assigned;

Has responsibility for monitoring the statewide data system and all data reporting, including accuracy and submitting all in a timely manner;

Works with other staff to make sure the data is recorded accurately and timely;  
Works directly with the state to ensure the system is meeting our needs and stays abreast of all updates and relays this to the OFA staff and director.  
Represents the agency through participation and membership on local and State committees and advisory boards;  
Provides technical assistance to community agencies and organizations;  
Supports the director and fiscal administrator as assigned and needed.

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

Thorough knowledge of the characteristic needs and interests of the elderly;  
Thorough knowledge of senior citizen programming philosophies, trends and practices;  
Thorough knowledge of community agencies, facilities, and services which can be used to aid the elderly;  
Good knowledge of and skills in word, excel, and basic understanding of data systems;  
Good knowledge of management techniques as they relate to organizing and prioritizing work;  
Good knowledge of public information and relations techniques;  
Good knowledge of governmental grant writing;  
Working knowledge of governmental grant writing;  
Ability to empathize with the characteristics, needs and problems of the elderly;  
Ability to plan and supervise the work of others;  
Ability to communicate effectively both verbally and in writing;  
Initiative;  
Resourcefulness;  
Empathy;  
Tact.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in social or behavioral sciences, public health, public

administration, recreation, education, or a closely related field and one year of experience in the administration and supervision in community organization, \*human services, or a field closely related to serving the aged; OR

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social or behavioral sciences, public health, public administration, recreation, education, or a closely related field and three year's of experience in the administration and supervision in community organization, \*human services, or a field closely related to serving the aged; OR

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

**Special requirement:** Possession of a valid New York State Motor Vehicle Operator's license is required at the time of appointment.

\*Human services experience is that which is involved in the direct delivery of social, economic, or emotional support services to people who are having difficulty coping with pressures and strains of modern life. The experience requires judgment on the part of the individual in dealing with or responding to the client. Teaching experience is not considered human service experience.