

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

**DISTINGUISHING FEATURES OF CLASS:** This work involves responsibility for serving as director of the local government agency responsible for provision of services to the elderly. Duties include planning, developing, coordinating and directing the services, programs and activities of a municipal 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 services. The incumbent is responsible for overseeing development, maintenance, and integration of the grants through which all services and operations are funded. 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 the work of clerical and professional subordinate employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

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

Plans, organizes, promotes and insures varied services and activities designed to meet the needs of older people;

Coordinates services of the Office for the Aging with other community agencies such as Social Services, CASA and the Health Department;

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

Develops and administers an area plan for programs on aging;

Develops and writes grant proposals to obtain resources necessary to meet organizational goals and program needs;

Supervises administrative functions such as budgeting, finance, personnel and purchasing;

Provides leadership and advocacy on behalf of all older persons in the municipality;

Provides technical assistance to various community agencies and organizations regarding services programs;

Conducts research on the needs of older persons and develops proposals and alternative approaches for meeting these needs;

Insures the availability of 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 aid 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;  
Operates a computer for the purposes of entering and retrieving data.

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

Thorough knowledge of administrative principles and practices and of their effective application to public agencies and community groups;  
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 public information and relations techniques;  
Good knowledge of governmental budgeting procedures;  
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 clearly and effectively both verbally and in writing;  
Initiative;  
Empathy;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: \***

- A) 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, recreation, education, or closely related field and two years of experience in an administrative or supervisory capacity in community organization, \*human services or a field closely related to serving the aged; OR
- B) 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 four years of experience in an administrative or supervisory capacity in community organization, \*human service 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.

NOTE:\* 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 the 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.

SPECIAL NOTE: Incumbent is designated as an Emergency Operations Center staff member by the County Executive.

\*Neither the Broome County Charter nor Administrative Code references minimum qualifications for this position.

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Jurisdictional Classification: Non-Competitive