Herkimer County

DIRECTOR, OFFICE FOR THE AGING

GENERAL STATEMENT OF DUTIES: Plans, develops, coordinates, and directs the services, programs and activities of a municipal office for the aging; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional and administrative position involving responsibility for 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 incumbent is responsible for overseeing the 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 legislative body 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 all subordinate employees.

EXAMPLES OF WORK: (Illustrative Only)

-Evaluates and assesses the needs of older persons and the effectiveness of services, agencies, and organizations serving or having the potential to serve older persons;
-Plans, organizes, promotes and directs varied services and activities designed to meet the needs of older people;
-Conducts or oversees the program and fiscal monitoring and evaluation of all program services provided directly or contracted by the Office;
-Supervises administrative functions such as budgeting, finance, personnel and purchasing, develops Office county budget and applications for state and federal funding;
-Develops and administers an area plan for programs on aging;
-Conducts research on the needs of older persons and develops proposals and alternative approaches for meeting these needs;
-Coordinates services of the Office for the Aging with other community agencies such as the Department of Social Services;
-Contacts public officials and community leaders to obtain their cooperation and stimulates them to take action in setting up programs for the aging;
-Provides leadership and advocacy on behalf of all older persons in the municipality;
-Provides technical assistance to various community agencies and organizations regarding services and programs;
-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 such as program brochures; oversees web page of Office;
-Recruits, selects, provides direction to, and oversees the staff required to achieve the aims of the Office for the Aging;
-Conducts or oversees training programs for staff and volunteer workers;
-Operates a computer for the purposes of entering and retrieving data, reports, and general administrative duties.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of characteristics, needs and interest 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; Thorough knowledge of administrative principles and practices and of their effective application to public agencies and community groups; 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; Proficient computer skills, including word processing and spreadsheet programs such as Word and Excel; Physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING:
Either:

(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 related field and two years of full-time paid administrative experience in community organization or the field of aging;

Or -

(b) A bachelors 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 field and 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: Experience as described in (a) or (b) may be substituted for formal higher education on a year-for-year basis.

Non-Competitive Class

Agreed to by Municipal Service Division and New York State Office for the Aging, February 1975;
Revised March 1984 – Herkimer County CSC;
Revised 02/13/2012 Personnel Officer.