

DIRECTOR, DEPARTMENT OF THE AGING

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional and administrative position involving responsibility for directing services and activities offered by the Department for the Aging. This Department 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 provisions of necessary direct assistance. The work is performed under general administrative direction of the County Legislature 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 subordinate employees. A Director, Department of the Aging does related work as required.

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 administrative functions such as budgeting, finance, personnel, and purchasing;
- Develops and administers an area plan for programs on aging;
- Coordinates services of the Department of the Aging with other community agencies such as the Social Services Department, Health Department, Mental Health Department;
- 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 other persons in the municipality;
- Provides technical assistance to various community agencies and organizations regarding services and programs;
- Assumes primary leadership and responsibility for the implementation and development of a variety of programs for the elderly;
- Conducts research on the needs of older persons and develops proposals and alternative approaches for meeting these needs;
- Conducts training programs for staff and volunteer workers;
- Conducts and attends conferences, workshops, and seminars concerned with problems of the aging;
- Negotiates contractual agreements with service providers;
- Reviews and comments upon applications filed by other community agencies for Federal and State grants or applications for aide 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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: 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 administrative principles and practices and of their effective application to a community group; 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; 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, gerontology, nursing, public health, public administration, recreation education, or related fields and two years of administrative or supervisory experience in social work, community organization, geriatrics, or the field of aging; *

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, gerontology, nursing, public health, public administration, recreation education, or related fields and three years of experience in social work, community organization, geriatrics, or the field of aging including at least one year in an administrative or supervisory capacity. *

*NOTE: Each year of additional administrative or supervisory experience as described in (A) or (B) may be substituted for a year of formal higher education as required in (B).

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 10/5/88

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