

GENESEE COUNTY

DIRECTOR, OFFICE FOR 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 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 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 clerical and professional subordinate employees. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes, promotes, and direct 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 Office for the Aging with other community agencies such as the Social Services 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 in behalf of all older 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 the Nutrition Program for the Elderly;

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

Provides counseling and referral service for the aging;

Conducts training program 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 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.

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The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR 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.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of 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 fields AND two years of full-time, paid administrative

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MINIMUM QUALIFICATIONS, Cont'd:

experience in community organization or the field of aging;

OR:

- B. Possession of 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 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 defined by the limits of (A) and (B).

NOTE: One year of experience as described in (A) or (B) may be substituted for one year of formal higher education.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Non-Competitive Class

Adopted 12/23/74

Revised 11/3/83

8/30/96

3/13/98

10/3/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.