

GENESEE COUNTY

OFA SERVICES ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory/support managerial position in which an employee is responsible for coordinating the development and delivery of services to the aging; identifying priorities for service delivery, and the developing new services as funds become available. The incumbent reports to and works closely with the Director of the Office for the Aging, and is expected to act on behalf of the Director in his/her absence; wide latitude is given to an employee in this class for the exercise of independent judgment. The incumbent is responsible for the supervision of a number of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates, and supervises all Aging Services Programs;
Liaison to subcontractor agencies, including but not limited to: Lifespan, Food Service Provider, and Dietitian;
Plans, develops departmental services, and coordinates with other community services;
Assists the Director in developing long term goals and objectives;
Oversees Nutrition Program and prepares for NYS Office for the Aging Nutrition Audit;
Oversees program promotion, public relations activities, including newsletter;
Supervises, evaluates, trains staff, interviews applicants, and makes hiring recommendations;
Monitor a variety of service contracts;
Reviews new state guidance and regulations to ensure understanding and compliance and prepares for NYS Office for the Aging Program Audit;
Develops and updates departmental policy and procedures;
Compiles a variety of reports and statistics;
Oversees program expenditures in coordination with fiscal office;
Attends seminars and training as required;
Liaison to Genesee Senior Foundation, Inc.

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 of the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of the characteristics, needs and interests of the aging; thorough knowledge of community agencies, facilities, and services which can be used to aide older adults; good knowledge of Federal, State and local applicable laws and regulations; good knowledge of modern principles and practices of social case work and social group work; working knowledge of public information and public relations techniques; working knowledge of group dynamics; ability to plan and direct the work of others; ability to organize, ability to communicate clearly and effectively both verbally and in writing; strong technological skills; ability to drive a vehicle; tact; courtesy; integrity; good judgement; initiative; resourcefulness; dependability; sensitivity and empathy to the problems and concerns of the aging and their caregivers.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of the job.

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While performing the duties of the 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, hear, and frequently drive a vehicle.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus, and make visual observations of service users.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 Bachelor's Degree or higher AND three (3) years of full time, paid experience working in a human service agency providing services to the elderly, two (2) years of which was in a supervisory position;

OR

B. Possession of an Associate's Degree AND five (5) years of full time, paid experience working in a human service agency providing services to the elderly, three (3) years of which was in a supervisory position.

OR

C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND an equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate, valid NYS Driver's license.

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.

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

Competitive Class

Adopted 2/15/01

Revised 5/12/21, 6/4/21, 4/25/24