

**DIRECTOR, OFFICE FOR THE AGING**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important professional and administrative position involving responsibility for the administration, planning, development, and coordination of services, programs and activities designed to improve the status and condition of the elderly throughout Niagara County. The position also involves grants administration, public relations, and fiscal and budget responsibilities. Collaborative efforts for services are undertaken with other county and community agencies. The incumbent is responsible for general, specific, and long-range planning for the Office. The work is performed under general administrative direction of the County Manager 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 all subordinates. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Plans, organizes, promotes and directs varied services and activities designed to meet the needs of older people;
2. Evaluates and assesses the needs of older persons and the effectiveness of agencies and organizations serving or having the potential to serve older persons;
3. Supervises administrative functions such as grants administration, budgeting, fiscal responsibilities, personnel, public relations and purchasing;
4. Develops and administers an area plan for programs on aging;
5. Meets on a regular basis with a State Aging Services Representative in order to evaluate the department's programs and the administration of them;
6. Coordinates services of the Office for the Aging with other community agencies such as the Social Services Department, Niagara Community Action Program, C.A.S.E., Mental Health Department and the Health Department;
7. Collaborates with public officials and community leaders to persuade them to take action in creating programs for the aging;
8. Provides leadership and advocacy on behalf of all older persons in the municipality;
9. Provides technical assistance to various community agencies and organizations regarding services and programs;
10. Assumes primary leadership and responsibility for the implementation and development of Nutrition Program for the Elderly, E.I.S.E.P., HEAP, WRAP, and subcontracted services monitoring;
11. Researches the needs of older persons and develops proposals for meeting these needs;
12. Provides counseling and referral services for the aging;
13. Administers training programs for staff and volunteer workers;
14. Conducts and attends conferences, workshops and seminars concerned with problems of the aging;
15. 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;
16. Prepares or supervises the preparation and distribution of reports, press releases and related materials;
17. Recruits, selects and provides direction to the required staff to achieve the goals of the Office for the Aging;
18. Represents the department in the WNY Regional Caucus and the Network in Aging of WNY.

**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; thorough knowledge of administrative, operational, and financial principles and practices and 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; good knowledge of the grant application process and monitoring; working knowledge of public information and public relations techniques; ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to senior citizens; ability to plan and supervise the work of others; ability to communicate clearly and effectively both verbally and in writing; ability to analyze financial data and to make appropriate recommendations; ability to establish and maintain effective working relationships internally and externally including with various levels of government, partner agencies, volunteers, and with the public; integrity; ability to operate a personal computer and utilize common office software programs; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; sound professional judgment; tact and courtesy; initiative; good professional appearance; physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in social or behavioral sciences, public health, public administration, recreation, education, health care administration, social work, nursing, gerontology, business administration, or related field **and** two (2) years of full-time paid experience in managing or supervising a community organization or facility for the aging; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in social or behavioral sciences, public health, public administration, recreation, education, health care administration, social work, nursing, gerontology, business administration, or related field **and** four (4) years of full-time paid experience in managing or supervising a community organization or facility for the aging.