



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **DIRECTOR, OFFICE FOR THE AGING**
Jurisdictional Class: Competitive
Civil Division: Office for the Aging
Adoption: CSM
Revised: CSM 2/23/02; 12/17/03

DISTINGUISHING FEATURES OF THE CLASS:

Plans, develops, coordinates, and directs the services, programs, and activities of a municipal Office for the Aging; does related work as required. 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.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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 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 on 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 services for the aging;
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;
Conducts training programs for staff and volunteer workers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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 that can be utilized to aid the elderly;
Good knowledge of administrative 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;
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: EITHER:

(A) A Master's Degree from a regionally accredited or NYS registered college or university, with major work in Social or Behavioral Sciences, Public Health, Public Administration, Recreation, Education, or related fields, AND 2 years of full-time paid administrative experience in community organization or the field of aging; OR

(B) A Bachelor's Degree from a regionally accredited or NYS registered college or university, with major work in Social or Behavioral Science, Public Health, Public Administration, Recreation, Education, or related fields, AND 3 years of full-time paid experience in community organization or the field of aging including at least 1 year in an administrative or supervisory capacity; OR

(C) An equivalent combination of training and experience as indicated in (A) and (B).

NOTE: One (1) year of experience as described in (A) or (B) may be substituted for 1 year of formal higher education.

Agreed to by MSD and NYS Office for the Aging, February 1975.