



DUTCHESS COUNTY CLASS SPECIFICATION

Assistant Director, Office for the Aging

DATE ADOPTED: 1/14/25

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This position works under the direction of the Director, Office for the Aging and is charged with assisting the Director in the formulation and administration of policies, programs, and procedures for the division of Office for the Aging. The incumbent assumes full managerial duties and/or oversight in areas such as strategic planning, departmental organization, budgeting and financial management, civil service administration and personnel development with supervision exercised over professional and support personnel. Work is performed under the general direction and supervision of the Director, Office for the Aging. In the absence of the Director, the Assistant Director has charge of department operations and acts for and on behalf of the Director. Travel in the course of a workday may be required and assignments outside of normal working hours may be given. Direct and general supervision is exercised over subordinate department employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude assignment of activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Assists administrative direction and supervision over all staff and activities of the department;
2. Assists in all aspects of personnel management in the department including hiring, coaching and development, performance appraisal, discipline resolution up to and including termination;
3. Assist with the strategic direction for the department including development and implementation of departmental policies and procedures and establishment of program goals;
4. Oversees the preparation of the department budget in conformance with all Federal, State, and County guidelines and deadlines and proposes resolutions to ongoing issues relating to budget execution and compliance;
5. Develop and establish departmental fiscal procedures and oversee the processing of vouchers and claims for payment;
6. Reviews unexpended balance of funds, in conjunction with the department business manager, and makes recommendations as to where funds can be transferred to/from in order to accommodate the need;
7. Assists in the gathering and dissemination of information relating to the needs and trends of the senior population and informs the public through awareness campaigns of services and programs available to older adults;
8. Represents the County and department on various committees and with the media;
9. Assists the Director in carrying out all operations of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the characteristics, problems, needs and interests of the aging;
Thorough knowledge of services available to the aging and of community organizations, agencies, and facilities serving the elderly;
Thorough knowledge of the techniques of effective report writing;
Thorough knowledge of accounting and auditing principles and practices, particularly as they relate to government accounting;
Thorough knowledge of funding sources available for governmental programs such as community mental health or public health programs;
Knowledge of modern managerial and supervisory principles, practices and techniques in order to



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effectively manage and supervise staff;
 Good knowledge of the basic principles, practices and techniques of public relations;
 Ability to communicate clearly and effectively both verbally and in writing;
 Ability to establish satisfactory working relationships with a variety of public agencies and community groups;
 Ability to plan and supervise the work of others;
 Ability to prepare reports for evaluation and justification procedures;
 Ability to analyze existing demographic and statistical data and make projections;
 Personal characteristics necessary to preform the duties of the position;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master’s degree in social or behavioral sciences, public health, public administration, business administration, recreation education, gerontology or a related field and one (1) year of full-time paid administrative experience which included financial administration in a community organization in the field of aging or in a governmental agency;
- OR: (B) Bachelor's degree in social or behavioral sciences, public health, public administration, business administration, recreation education, gerontology or a related field and two (2) years of full-time paid administrative experience which included financial administration in a community organization in the field of aging or in a governmental agency;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid administrative experience which included financial administration in a community organization in the field of aging or in a governmental agency;
- OR: (D) An equivalent combination of training and experience between the limitations of (A) and (C) above.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT: MGMT	JURISDICTIONAL CLASSIFICATION: Competitive (PJC)
GRADE: MF	FLSA Code: OT Exempt
REVISION HISTORY: 1/14/25	