

DIRECTOR, OFFICE FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS:

This is a 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 conditions of the elderly and others in the long term care system through the planning and coordination of various services and programs and in certain cases the provision of necessary direct assistance. The position coordinates program planning and development, the development and implementation of interagency agreements relating to the coordination of services for senior citizens and the monitoring and promotion of programs. Responsibilities include the development of an annual county plan for the provision of services and utilization of local, state and federal resources, as well as the writing and compilation of reports to funding agencies on a regular basis. The work is performed under general direction from the County Executive in conformance with local, state and federal laws, rules and regulations. General direction is received from the County Executive with latitude allowed for the exercise of independent judgment. Supervision over the work of others is a function of the position.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

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 the administrative functions such as budget development, finance, personnel and purchasing;
5. Coordinates services of the Office for the Aging with other county and community agencies such as the Department of Community and Family Services;
6. Provides technical expertise to various community agencies and organizations regarding services and programs;
7. Supervises research on the needs of older persons and oversees the development of proposals and alternative approaches for meeting these needs;
8. Prepares both narrative and statistical reports covering the need for and the delivery of various services for the elderly, those in long term care and caregivers;
9. Supervises the development, implementation and monitoring of the Nutrition Program for the Elderly, Dutchess NY Connects, and various services such as outreach, transportation, health promotion, caregiver services, legal assistance, and home modification;
10. 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;
11. Develops, for approval from the County Executive and the New York State Office for the Aging, a comprehensive written plan for services to the senior population, with priorities, goals and objectives;
12. Initiates and assists in the preparation and monitoring of contracts with contract agencies;
13. Assesses needs of the senior population through the development of questionnaires and through communication with service agencies and the public hearing;
14. Monitors and evaluates existing programs (both in house and those provided by outside agencies) which are funded by the New York State Office for the Aging, for budget expenditure and subcontract agreements;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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; good knowledge of the basic principles, practices and techniques of public relations; ability to establish satisfactory working relationships with a wide variety of public agencies and community groups; ability to prepare reports for evaluation and justification procedures; ability to analyze existing demographic and statistical data and make projections; ability to write clearly and succinctly; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in social or behavioral sciences, public health, public administration, recreation education, gerontology, or a related field and two years of full time paid administrative experience in community organization or the field of aging;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Bachelor's degree with a concentration in social or behavioral sciences, public health, public administration, recreation education, gerontology, or a related field and three years of full time paid administrative experience in community organization or the field of aging;
- OR: (C) An equivalent combination of training and experience between the limitations of (A) and (B) above.

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

These minimum qualifications have been established based on recommendations obtained from the New York State Office for the Aging.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a valid New York State driver license.

RESIDENCY REQUIREMENT:

Pursuant to Local Law No. 6 of 1987, Section 1, persons in this position shall within six months from the date of successful completion of their probationary term, be residents of the County of Dutchess and shall remain residents of the County during their term of employment.

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ADOPTED: 01/30/73

REVISED: 06/19/75 10/09/80 08/01/83 11/15/84 05/02/88
 01/02/92 12/21/2015