

AGING SERVICES DIRECTOR

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Aging Services

REPORTS TO: Assistant County Manager

CLASS SUMMARY

Directs and oversees the operations, activities, and services provided by the County Aging Department and supervising staff.

DISTINGUISHING CHARACTERISTICS

The Aging Services Director is a stand-alone classification that is distinguished from other department directors by its responsibility for directing, coordinating, and overseeing the delivery of aging services.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluation; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Responds to public inquiries regarding department services and community resources to include determining participant eligibility and resolving conflicts and misunderstandings that arise regarding services.
- Prepares and monitors the department budget to include approving payments vouchers; establishing expenditures; monitoring expense and revenue accounts; and making amendments to the budget as necessary.
- Represents the County on administrative boards and local committees to include collecting, analyzing, and reporting on departmental data to promote the objectives of the department, assist with budgetary decisions, and recommend policy changes.
- Manages performance and wellness classes for the elderly to include preparing class outlines and activities, assisting with the choreography of performing groups, and scheduling group performances.
- Develops and monitors the delivery of department programs and services to include preparing reports detailing department activities and monitoring funding and grants.
- Coordinates the County Senior Games to include attending event planning meetings, setting event and game schedules, and completing reports for the State detailing event activities.
- Develops and implements short and long-range planning goals for the department to include preparing and implementing performance measures for department service programs and monitoring goal achievement.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Social work/systems principles;
- Applicable local, state, and federal statutes;
- Community resources;
- Basic finance principles;
- Human resource management principles;
- Management principles;
- Educational practices, especially pertaining to adults;
- Safety measures;
- Family dynamics;
- Crisis intervention.

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Skill in:

- Using a computer and related software programs;
- Analyzing information/data and making decisions;
- Preparing formal documents and reports;
- Preparing and monitoring a budget;
- Preparing and giving presentations;
- Managing aggressive or hostile behavior;
- Working under pressure;
- Providing customer service;
- Motivating personnel;
- Supervising and evaluating staff;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Bachelor's Degree in Human Service Administration, Gerontology, or a related field and five years of progressively responsible aging experience, including two years of management level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

None required.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires standing, walking, fingering, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E11/99