

Jurisdictional Class: Competitive  
EEO Category: Officials/Administrators  
Adopted: 01/09/2020

## **DIRECTOR OF AGING SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for directing services and activities offered by the Area Agency on Aging. This office attempts to improve the status and condition of older community residents 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 the general administrative direction from the Deputy Commissioner of Social Services in conformance with local, state and federal laws, rules and regulations, with wide latitude allowed in the administration of the overall program. Also receives general supervision from the New York State Office of the Aging. The position does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists Deputy Commissioner by providing day to day oversight of programs, supervisors, and employees within Office for the Aging;  
Plans, organizes, promotes and oversees services to older County residents and their caregivers;  
Provides direct supervision to Aging Services Supervisors and Aging Services Program Coordinators;  
Assists Deputy Commissioner by coordinating services and programs with community based organizations;  
Conducts needs assessments, planning activities, and research to determine current needs and gaps in services on an annual basis;  
Develops and administers the Annual Plan and coordinates with New York State Office for the Aging staff;  
Supervises the preparation and distribution of various Federal, State, and local reports;  
Assists Deputy Commissioner by providing technical support to the OFA Advisory Council;  
Provides management, clerical, and technical support to the OFA Advisory Council;  
Conducts speaking engagements, community meetings, and participates in meetings and activities to represent the Office for the Aging;  
Recruits, interviews, and makes recommendations for hiring of employees in order to carry out the required functions of Office for the Aging;  
Oversees personnel transactions and acts as a liaison with Personnel Department;  
Attends County Executive's meetings and Board of Legislators meetings;  
Serves as a community wide advocate for older persons, individuals with special needs, and family and informal caregivers.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of characteristics, needs and interests of older adults, 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 senior citizens; good knowledge of administrative principles and practices and of their effective application to a community group; good knowledge

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (cont'd):** of the grant application process and monitoring; working knowledge of state and federal agencies providing services or grants for services for senior citizens; working knowledge of public information and public relation techniques; ability to plan and supervise the work of others; ability to formulate a local government needs assessment for program areas; ability to prepare operating reports and a variety of other reports relative to program activities; ability to communicate clearly and effectively both verbally and in writing; physical condition commensurate with the duties 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 human services, public administration, or related field **AND** two (2) years of experience as an administrator in aging or long term care services, which shall have included planning, coordinating, and monitoring both directly provided and contracted services; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in human services, public administration, or related field **AND** three (3) years of experience as an administrator in aging or long term care services, which shall have included planning, coordinating, and monitoring both directly provided and contracted services.

Adopted: 01/09/2020