

COORDINATOR OF AGING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The employees in this class supervises and performs a variety of tasks in the operation of a municipal Office for the Aging. This office attempts to improve the status and condition of the elderly through the planning and coordination of services and programs and the provision of necessary direct assistance. An employee in this position is responsible for general, specific, long-range and immediate planning, assisting in the administration of the program and coordination of the various components and activities of a county project to meet the needs of the elderly. The incumbent has particular responsibility for coordinating the many people, organizations and ideas which are part of such a program. The work is performed under general supervision of the Director of the Office for the Aging. Supervision is exercised over a small clerical staff and over senior service center directors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the director in planning, developing and coordinating programs for the elderly;
Supervises and assists the area directors in educational, community service and recreational aspects of the program;
Acts for the director in his/her absence;
Develops and participates in liaison activities with private and voluntary agencies concerned with the aging;
Assists in public relations efforts including preparation of news releases, establishing contacts with media, attending meetings, speaking to groups and generally interpreting the agency's role to the public;
Provides periodic information bulletins to the aging and groups and individuals concerned with the aging;
Studies, evaluates and makes recommendations about programs, problems, suggestions and research having to do with the aging;
Has operational responsibilities in the areas of budgeting, finance, personnel and purchasing;
Assists in the development and conduct of training for employees and volunteers;
Supervises activities of office staff, agency employees and volunteer workers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the characteristics, needs and interest of the aging; good knowledge of community agencies, facilities and services available to aid the elderly; good knowledge of public relations techniques; working knowledge of the Social Security Act and other laws related to the elderly; ability to plan and super-vise the work of others; ability to communicate clearly and effectively both verbally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college with a Bachelor's Degree, **AND** two (2) years of experience in adult education, recreation, community development, community health services, counseling, social work, public administration or work placement; **OR**
- (B) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree, **AND** four (4) years of experience in adult education, recreation, community development, community health services, counseling, social work, public administration or work placement; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** six (6) years of experience in adult education, recreation, community development, community health services, counseling, social work, public administration or work placement; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.