

**COORDINATOR OF PLANNING AND FINANCE**  
**(OFFICE FOR THE AGING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Office for the Aging and involves responsibility primarily for supervising and coordinating the program planning and budget activities of the Office. An incumbent coordinates and supervises the development of grant proposals and long-range program planning, and assists the Director in managing the Office budget and finances. The work is performed under the general supervision of the Director, Office for the Aging, with leeway allowed for the exercise of independent judgement in carrying out details of the work. Supervision is exercised over subordinate personnel, along with direction of the work of volunteers and college interns. Does related work as required.

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

Coordinates the collection and analysis of data, relative to development of grant in-aid applications for initial and continuing Office services and programs;  
Directs staff in the development of long-range project plans for committed and potential office programs;  
Supervises the preparation of the budgets of program components including staff salaries, fringe benefits, space, travel, equipment, supplies, utilities, contractual services and related costs;  
Performs cost analysis of Office programs, plan preparation and implementation;  
Coordinates the preparation of contracts with vendors and subcontracts for necessary services to the elderly;  
Supervises and directs prompt and effective processing of financial vouchers, contractual agreements and fiscal material related to program activities;  
Directs and supervises the development of fiscal and planning reports to Federal and State regulatory agencies;  
Monitors Office programs and services to ensure fiscal and program compliance with Federal and State regulations concerning services to the elderly;  
Collects, organizes and analyzes data concerning programs and services to the elderly;  
Researches and studies local, State and Federal legislative and judicial trends for application to Office finance and programs;  
Cooperates with area colleges, public and private agencies in pursuing and developing research in gerontology;  
Provides technical human services planning and financial information to public and private agencies, to service vendors and subcontractors, and to the public as required;  
Prepares public relations material concerning Office programs and services;  
Collaborates with State agencies in coordination, development and maintenance of Office services and programs;  
Monitors the supervision of college interns and volunteers, by Office personnel to ensure program components are followed;  
Attends workshops, conferences, and meetings to keep abreast of new programs, funding sources, and developments in the fields of planning and financing services to the elderly.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles and practices involved in planning, developing and implementing community services for the elderly; thorough knowledge of program budget preparation and fiscal management, including government subsidy programs; good knowledge of the characteristics, needs and interests of elderly persons; good knowledge of local area health, social services and recreational providers of services to the elderly; good knowledge of office administration, record keeping and reporting; ability to prepare and develop grant in-aid proposals; ability to plan, direct and supervise the work of others; ability to plan, evaluate and make appropriate recommendations to improve comprehensive programs to assist the elderly; ability to comprehend and interpret various aging services mandates and policies; ability to express oneself effectively, both orally and in writing; ability to prepare written material; ability to establish and maintain cooperative working relationships with County and community agencies, with senior citizens and the general public; ability to gather and analyze data for planning and implementing aging services program proposals.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Master's Degree from a regionally accredited or New York State registered college or university in psychology, sociology, gerontology, social work, human services, human resources or a closely related field **AND** two (2) years of experience in the field of aging services, which shall have involved providing services, program planning and development; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in psychology, sociology, gerontology, social work, human services, human resources, or a closely related field **AND** three (3) years of experience, as outlined in (A) above; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in psychology, sociology, gerontology, social work, human services, human resources or a closely related field **AND** five (5) years of experience, as outlined in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

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