

Civil Division: Oneida County Government  
Jurisdictional Class: Non-Competitive  
EEO Category: Officials/Administrators  
Revised: 12/18/2007

### **DIRECTOR OFFICE FOR THE AGING**

**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 the senior citizens 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 County Executive 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)

Plans, organizes, promotes and ensures varied services and activities designed to meet the needs of senior citizens;  
Evaluates and assesses the needs of older persons, and the effectiveness of agencies and organizations serving, or having the potential to serve senior citizens;  
Supervises administrative functions such as budgeting, finance, personnel, purchasing, and contract administration;  
Develops and administers an area plan for programs on the aging;  
Coordinates services of the Area Agency on Aging with other community agencies and departments;  
Contacts public officials and community leaders to obtain their cooperation and stimulates them to take action in setting up programs for senior citizens;  
Provides leadership and advocacy in behalf of all senior citizens in the community;  
Provides technical assistance to various community agencies and organizations regarding services and programs;  
Assumes primary leadership and responsibility for the implementation and development of the Nutrition Program for senior citizens;  
Conducts research on the needs of older persons and develops proposals and alternative approaches for meeting these needs;  
Provides counseling and referral services for senior citizens;  
Conducts training programs for staff and volunteer workers;  
Conducts and attends conferences, workshops and seminars concerned with the problems of senior citizens;  
Prepares applications for federal and state grants;  
Prepares or supervises the preparation and distribution of reports, press releases and related materials;  
Recruits, selects and provides direction to the required staff to achieve the aims of the Office for the Aging.

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

Thorough knowledge of characteristics, needs and interests of senior citizens, 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 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 budgets, 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 college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in social or behavioral sciences, public health, public administration, recreation, education, gerontology, or related field **AND** two (2) years of full time paid administrative experience in community organization or the field of aging;

**OR**

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in social or behavioral sciences, public health, public administration, recreation, education, gerontology, or related field **AND** three (3) years of full time paid experience in community organization or the field of aging, including at least one year in an administrative or supervisory capacity.

**OR**

(C) An equivalent combination of training and experience as indicated in (A) or (B).

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

Job Specification is per NYS Office for the Aging

Adopted: 3/2/1982

Revised: 4/2/1996; 4/12/02; 12/18/07