

## AGING SERVICES DIRECTOR

Starting Salary Range: \$40,336 - \$62,521

### General Statement of Duties

Performs difficult advanced human support and administrative work planning, organizing, and directing a variety of activities and programs for senior citizens, scheduling programs and events, registering participants, maintaining records and files and preparing reports.

### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### Distinguishing Features of the Class

An employee in this class serves as the department head for the County's Aging Services Program and is responsible for directing a variety of nutritional, information and referral, transportation, recreational and respite home care services and programs for the older adult population. The employee provides leadership to senior programs coordinating services with other human resources agencies and volunteer organizations. Work includes short- and long-range planning for services, development and management of varied services to meet increasing and changing service demands, budget and grants development and monitoring, and development of administrative program policies and procedures ensuring adherence to Federal, State and local standards and regulations. The employee serves as an advocate for the older adults in the community and promotes and markets senior services through speaking engagements, news releases, etc., and by collaborating with a variety of agencies and organizations to represent and advocate for the interests of older adults. Work requires skill in short- and long-range planning, budget and grants management, creative resource and fund acquisition and personnel management including working with volunteers and staff. Work occasionally requires exposure to outdoor weather conditions and exposure to toxic or caustic chemicals. Work is performed under the general direction of the County Manager and is evaluated through conferences, reports, and effectiveness of the programs and services delivered, and feedback from the citizens served.

### Duties and Responsibilities

#### Essential Duties and Tasks

Plans, coordinates and administers a variety of nutritional, information and referrals, transportation, recreational, home improvements, and respite home care services and programs for the older adult population at various sites.

Develops administrative program policies and procedures ensuring compliance with Federal, State and local standards and regulations.

Sponsors health education promotion and evidence-based programs.

Recruits and selects department personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.

Directs short- and long-range planning; confers with the staff and County management; establishes goals and objectives for service delivery; plans program direction and activities based on an assessment of the County's older adult population demographics and identified needs.

Researches, identifies and seeks creative funding sources; prepares grants from governmental

and private sources; develops and administers budget based on funding.

Directs and/or plans and conducts information and recreational program activities such as the annual senior fair, trips, etc., and collaborates with other organizations such as the schools to provide additional programs, including intergenerational activities and the "Eat Smart, Move More" program.

Serves as an advocate for the older adults in the community and promotes and markets senior services through speaking engagements, news releases, etc., and by collaborating with a variety of agencies and organizations.

Prepares a variety of reports and other types of correspondence.

Provides counseling and assistance to clients applying for Medicare, Part D, and financial assistance.

Prepares RFPs for subcontractors and monitors subcontractor performance ensuring compliance with service standards and Federal and State regulations.

Prepares taxes for older adults through the AARP Tax Aide Program.

Participates in professional development activities and meetings, conferences, workshops, etc.

Manages the Center facility; ensures proper maintenance including safety, fire alarms, appliances, etc.; coordinates maintenance and repairs with the Facilities Maintenance Director.

Serves as Notary Public.

#### Additional Job Duties

Performs other related duties as required.

#### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Thorough knowledge of County and department policies and procedures.

Thorough knowledge of the principles, practices, programs, and of the Federal and State laws, rules and regulations affecting senior services funding and programs.

Thorough knowledge of the principles and practices of management, personnel administration, budgeting, and administration of public programs for senior citizens.

General knowledge in the use of the equipment required for the position.

Thorough knowledge of the socioeconomic and psychological needs of older adults.

Thorough knowledge and skill in developing and planning programs for older adults.

Comprehensive knowledge in preparing various detailed financial and statistical reports and other types of correspondence.

Thorough knowledge in the use of standard office equipment and associated software (e.g. MUNIS and ARMS software).

Demonstrated leadership, management and supervisory skills.

Demonstrated skills in creative resource development, in identifying and developing grant proposals and administering grants.

Ability to establish and maintain effective working relationships with State, Federal and local human services agencies, public officials, senior citizens, volunteers, employees and the general public.

Ability to identify and analyze local problems and needs of older adults and convert those into viable, workable programs.

Ability to prepare tax returns.

Ability to make arithmetic computations.

Ability to compute rates, ratios, and percentages.

Ability to communicate effectively in oral and written form.

Ability to understand and apply governmental accounting practices in maintenance of financial records.

Physical Requirements

Must be able to physically perform the basic life support functions of sitting, stooping, kneeling, crouching, climbing, balancing, reaching, pushing, pulling, lifting, standing, walking, fingering, tasting, smelling, seeing, talking, hearing and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally to move objects.

Work requires preparing and analyzing written or computer data, using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities.

Desirable Education and Experience

Graduation from a college or university with a Bachelor's degree in human services, business administration, public administration, or related field and considerable experience in coordinating and supervising programs for senior citizens, or an equivalent combination of education and experience.

Special Requirements

Obtain CPR/First Aid certification within one year of hire.

Complete NCDOL Senior Health Insurance Information Program and NC Aging Boot Camp training within one year of hire.

Possession of a valid North Carolina driver's license.

Bertie County  
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Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process.