

## DIRECTOR - OFFICE FOR THE AGING - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy County Executive, this position is responsible for the administration, analysis, promotion, and coordination of programs related to the social problems and needs of the aging. Supervision is exercised over a number of professional and support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises various programs within the Office for the Aging; Information and Referral, Senior Community Service Employment project, Nutrition Program for the Elderly, Supplemental Security Income Alert Program, Telephone Outreach Program, Senior Discount Program;

Prepares Area Plan for approval of State Office for Aging;

Prepares administrative budget for Office for the Aging;

Consults with municipalities and agencies on proposals and budgets for subcontracts;

Conducts public hearings on Area Plan;

Develops recommendations on the policies and programs concerning the social behavior and well-being of the County's aging;

Provides advice and guidance relating to rehabilitation and institutional treatment centers;

Carries out a program of public information, community relations, and public relations relating to the program for the aging;

Organizes meetings and conferences to highlight the needs and capabilities of the aging;

Keeps abreast of new trends, ideas and development in geriatrics and related fields through participation in Gerontological conferences and meetings;

Prepares reports; as appropriate and required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of administrative principles and practices; thorough knowledge of community organization and resources with particular emphasis on those agencies serving the aging; thorough knowledge of the principles of social research and the collection of social statistics; ability to analyze and evaluate data; ability to speak out and write effectively; ability to plan and supervise the work of professional and support staff; tact; initiative; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either: (a) seven years of administrative experience in a governmental or private program related social agency; or (b) Master's Degree\* in Social Work and six years of experience as indicated in (a); any satisfactory equivalent combination of the foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.