

## RESEARCH ASSISTANT – SR. PROGRAMS AND SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of the Department of Senior Programs and Services, the incumbent collects data and information pertaining to issues regarding the elderly; researches and compiles reports; acts as a liaison with other County departments, other agencies and the New York State Office for the Aging. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Analyzes data for the purpose of developing and improving programs and services for the senior population;

Reviews and analyzes other agency publications and legislation as they relate to senior issues;

Determines senior population needs and identifies gaps and barriers for services for seniors by conducting focus groups and surveys throughout Westchester County;

Prepares and compiles statistical and narrative reports;

Writes and publishes public information reports as required;

Acts a liaison with other agencies, organizations and the New York State Office for the Aging regarding legislation and issues;

Coordinates activities of various County advisory councils and subcommittees;

Maintains a library system on aging publications;

Disseminates informational materials and reports to affiliated agencies, organizations and networks;

Conducts studies as requested by the Commissioner and other administrative staff;

Represents the Department of Senior Programs and Services at various meetings, conferences, and professional groups and prepares reports as required;

Uses computer applications or other automated systems such as spreadsheets; word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the goals, objectives, policies and procedures of the Department of Senior Programs and Services; working knowledge of Federal, State and local agencies as they relate to support services for the senior population; ability to conduct research and studies; ability to prepare both narrative and statistical reports; ability to communicate effectively both verbally and in writing; ability to establish effective working relationships with senior citizens, organizations and agencies dealing with seniors; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (con't)

database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) five years of experience where the primary function of the position was working with senior citizens in either general administration, program monitoring, interviewing or community work; or (b) completion of a two year post-high college course and two years experience as stated in (a); or (c) a Bachelor's Degree\* and one year of experience as stated in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTIONS: Satisfactory completion of 30 credits towards a Master's Degree may be substituted for one year of the above stated 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-grating institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.