

Jurisdictional Class: Competitive; Non-Competitive in County  
Adopted: March 31, 1975  
Revised: March 21, 2019

**DIRECTOR OF OFFICE FOR THE AGING**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important professional and administrative position involving responsibility for directing services and activities offered by the Office for the Aging. This office attempts to improve the status and condition of the elderly 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 general administrative direction from the County Legislature in conformance with Local, State, and Federal Laws, Rules, and Regulations with wide latitude allowed in the administration of the overall program. Supervision is exercised over the work of clerical and professional subordinate employees. The incumbent does related work as required.

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

Plans, organizes, promotes, and directs varied services and activities designed to meet the needs of older people and people with disabilities;  
Evaluates and assesses the needs of older persons and the effectiveness of agencies and organizations serving or having the potential to service older persons and people with disabilities;  
Supervises administrative functions such as budgeting, contracting, finance, personnel, and purchasing;  
Develops and administers an area plan for programs on aging;  
Coordinates services of the Office for the Aging with other community agencies such as the Social Services Department;  
Coordinates and administers technology plan for Office for the Aging;  
Contacts public officials and community leaders to obtain their cooperation and stimulates them to take action in setting up programs for the aging;  
Provides leadership and advocacy on behalf of all older persons in the municipality;  
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;  
Conducts research on the needs of older persons and develops proposals and alternative approaches for meeting these needs;  
Provides counseling and referral services for the aging;  
Conducts training programs for staff and volunteer workers;  
Conducts and attends conferences, workshops, and seminars concerned with problems of the aging;  
Reviews and comments upon applications filed by other community agencies for Federal and state grants or applications for aid for programs related to aging services;  
Prepares or supervises the preparation and distribution of reports, press releases, and related materials;  
Recruits, selects, and provides directions to the required staff to achieve the aims of the Office for the Aging.

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

- Thorough knowledge of characteristics, needs, and interests of the aging 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 older people and people with disabilities;
- Good knowledge of administrative principles and practices and of their effective application to a community group;
- Good knowledge of public relations techniques;
- Working knowledge of State and Federal agencies providing services or grants for services for older persons;
- Ability to plan and supervise the work of others;
- Ability to communicate clearly and effectively both verbally and in writing.

**MINIMUM QUALIFICATIONS:** Either:

- (a) A Master's Degree from a regionally accredited or New York State registered college or university with major work in social or behavioral sciences, public health, public administration, recreation, education, or related fields and two (2) years of administrative experience in community organization or the field of aging; or
- (b) A Bachelor's Degree from a regionally accredited or New York State registered college or university with major work in social or behavioral sciences, public health, public administration, recreation, education, or related fields and three (3) years of experience in community organization or the field of aging including at least one (1) year in an administrative or supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTE:** One (1) year of experience as described in (a) or (b) may be substituted for one (1) year of formal higher education.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.