

## **Director, Office for the Aging Tompkins County**

**Department:** Office for the Aging

**Classification:** Non-competitive per the NYS CSC 06/19/2012

**Labor Grade:** Management Grade 88

**Approved:** 3/27/79 Bd. Res. #211; NC per NYS CSC 06/19/12

**Revised:** 11/90; 6/91; 10/05; 6/10; 7/12; 08/12; 07/13; 5/15; 10/16; 7/18

**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

(a) A Master's degree from a regionally accredited or New York State registered college or university AND two years full-time paid (or the equivalent part-time and/or volunteer) satisfactory experience in administration and supervision in community organization or a field related to serving older adults; **OR**

(b) A Bachelor's degree from a regionally accredited or New York State registered college or university, AND four years of full-time paid (or the equivalent part-time and/or volunteer) satisfactory experience in administration and supervision in community organization or a field related to serving older adults; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**SPECIAL REQUIREMENT:** This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen (either natural born or naturalized) and become a resident of Tompkins County within a six month period of time.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important professional and administrative position involving responsibility for the planning, development, coordination and direction of services, programs and activities of an Area Agency on Aging. The Tompkins County Office for the Aging assists older adults and persons with long term care needs to live independently in their homes and communities with quality of life and dignity. This is achieved through the planning and coordination of a network of home and community-based services and programs and also in the provision of direct assistance. The programs and activities of the Office include developing plans for services to be performed by other agencies through subcontract, using Federal, State and County funds, and evaluating their performance. The work is performed under the administrative supervision of the County Administrator in conformance with Local, State, and Federal Laws, Rules and Regulations with wide latitude allowed in the administration of the overall scope of services. The incumbent works under the general administrative direction of the County Administrator exercising a high level of autonomy and independent judgment when performing this job function. The incumbent is expected to foster a supportive, collaborative and inclusive work environment utilizing modern management techniques to improve the efficiency and effectiveness of services. Supervision is exercised over the work of professional and administrative employees. This position requires the incumbent to have a high degree of interpersonal skills during facilitated meetings. Internal contacts are across departments within the County and require collaboration on overlapping projects or issues. External contacts are with professional associates throughout the County and involve the administration and delivery of programs and aging services. Contact with clients is necessary to fulfill work objectives but is not the primary function of this position. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Lead community-wide assessment and planning efforts for the older adult (age 60+) population;
- Develop and direct services for Tompkins County older adults, family caregivers, and individuals with long term care needs;
- Coordinate services with other community agencies to maximize effectiveness and reduce duplication of effort;
- Foster relationships with key community partners to stimulate action on behalf of older adults and to promote inter-agency collaboration;
- Represent and assert the interests of elders on local, regional and state boards and committees;

- Prepare and administer complex annual budget composed of Federal, State, County and private grant funding, participant fees and contributions;
- Work with Federal, State and private foundation partners and educational institutions to develop, implement and fund innovative, evidence-based programming older adults;
- Update County Administrator and Health and Human Services Committee of the Legislature regularly regarding budgetary matters, current issues and emerging trends involving older adults;
- Provide leadership and advocacy in behalf of older persons in Tompkins County;
- Convene an Advisory Committee appointed by the Tompkins County Legislature for community input on the needs of older adults;
- Develop and administer a public information plan to inform Tompkins County older adults about programs and services available to assist them;
- Must have knowledge and skills to operate a computer to prepare or supervise the preparation and distribution of reports, press releases and related materials;
- Negotiate and oversee service contracts with multiple agencies and review and evaluate the effectiveness of those contractors in meeting stated deliverables;
- Oversee a system of outcome measurement and client satisfaction to ensure effectiveness of directly-provided and subcontracted programs;
- Provide technical assistance to various community agencies and organizations regarding services and Programs for older adults;
- Recruit and appoint department staff and provide ongoing supervision, development opportunities and regular performance review to maximize effectiveness;
- Oversee administrative functions such as budgeting, finance, personnel and purchasing; Prepare both routine and competitive applications for State, Federal and private grant funding to support aging services;
- Communicate frequently with New York State Office for the Aging personnel in regard to funding, procedures, regulations, reports and legislation affecting programs;
- Establish and maintain a workplace environment that fosters a culture of inclusion;
- Convene regular meetings of Aging Services Network, consisting of local professionals working in aging services, with rotating topics and speakers for the purposes of communication, networking, and training;
- Conduct and attend conferences, workshops and seminars on the topic of aging;
- Review and comment on applications filed by other community agencies for Federal and State grants or applications for aid for programs related to aging services;
- Recruits, selects, and provides direction to the required staff to achieve the aims/goals of the Office of the Aging.
- Conduct and attends conferences, workshops, and seminars concerned with problems of the aging.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the characteristics, needs and interests of older adults, especially as they relate to income, health, housing, recreation, nutrition and transportation;
- Thorough knowledge of administrative principles and practices and of their effective application to public agencies and community groups;
- Thorough knowledge of community agencies, facilities and services which can be utilized to serve older adults;
- Good knowledge of public relations techniques;
- Good knowledge of governmental budgeting procedures; Good working knowledge of State and Federal agencies providing services or grants for services for older persons;
- Good knowledge of, experience with, and commitment to the principles of diversity and inclusion; Ability to plan and supervise the work of others;
- Ability to communicate clearly and effectively both verbally and in writing; Ability to meet the travel requirements of the position;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

##### **Physical:**

The employee's physical effort is minimal. The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. This job involves moderate visual effort. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the

physical ability to manipulate a computer keyboard and other types of office equipment. This activity requires moderate precision, manual dexterity and/or operating knowledge and skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job.

**Environmental:**

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

**Psychological:**

The work involves moderate demands from unpredictable fluctuations in work volume, frequent interruptions, regular changes in priority and occasional rush orders and/or conflicting deadlines. There is minimal risk of injury or illness associated with this position.

Originally created March 2, 1979.

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