

Aging Services Planner Tompkins County

Department: Office for the Aging
Classification: Competitive
Labor Grade: N (14)
Approved: 0
Revised: 2/93; 1/07; 4/13
By: HH, Commissioner of Personnel
BBP Risk Factor: 3

MINIMUM QUALIFICATIONS:

- (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 field and one year of experience in community organization in the field of aging with responsibility for evaluating and/or planning the delivery of services; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social or behavioral science, public health, public administration, recreation, education or related field and two years of experience in a community organization in the field of aging with responsibility for evaluating and/or planning the delivery of services; **OR**
- (c) An combination of training and experience equal to or greater than that described in (a) and (b) above.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for coordinating and performing a variety of tasks in the implementation of a municipal Office for the Aging Grant. The work involves responsibility for general, specific, long range and immediate planning, assisting in the administration of the program and coordinating various activities. The work is performed under general supervision of the Director, Office for the Aging with considerable latitude allowed in the performance of duties. May supervise Aging Service Specialist. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Work with contract agencies on development of new or expanded services, setting up guidelines for services paid for by COFA and linkages with other services for the aging;
Monitor the contract agencies in regard to services provided under the contracts;
Analyze types of problems and individual services provided to clients who come to COFA and other agencies serving the elderly to determine unmet needs and to develop plans to better meet those needs;
Meet regularly with service providers giving related services so as to pool information, identify gaps and overlaps, and establish priorities;
Prepare data needed for planning and presentation of an Annual Plan;
Designs and supervises need assessment studies, such as training, demographic surveys and other special studies;
Identification of outside funding sources and preparation of applications when needs are identified and appropriate service providers need this type of help;
Identifies outside training needs and opportunities for people working with the aging in COFA or other agencies;
Establish an annual county and private agency needs-assessment process through which agency experiences can be shared and programs can be reviewed and ranked as a basis for allocating funds that are channeled through COFA;
Supervises the use of computer by staff;
Works with consultants on defining software needs;
Collects statistical data about direct and indirect services for the mandatory quarterly report to the State Office for the Aging;
Represents Office for the Aging with county wide planning bodies, Human Services Coalition, County Health Planning Council and various other groups and bodies;
May be responsible for charge of office in absence of Director;
Evaluates on-going programs and policies and makes recommendations for program modifications as indicated;
Provides technical assistance to other agencies in the aging network in design of needs assessments and special studies;
Furnishes statistical data to private individuals and staff of local, state and national agencies;

Maintains COFA website;
Coordinates use of shared client database between COFA and contractors.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the characteristics needs and interests of the aging;
Thorough knowledge of community agencies, facilities and services which can be utilized;
Thorough knowledge of appropriate Local, State and Federal grants available;
Thorough knowledge of social science research methods;
Ability to conduct program evaluations;
Ability to prepare applications for available grants;
Ability to communicate clearly and effectively both verbally and in writing;
Ability to organize;
Initiative and resourcefulness;
Tact, courtesy, integrity;
Physical condition commensurate with the demands of the position.

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