

DIRECTOR OF AGING PARTNERS

NATURE OF WORK

This is professional administrative work in the coordination and management of Aging Partners.

Work involves the responsibility for planning, organizing and directing all phases of the program. The employee in this class exercises considerable independent judgment and initiative with work performed in accordance with established regulations, policies, procedures and guidelines. Work is reviewed by an administrative superior through reports submitted, conferences, public comment and the effectiveness of services offered. Supervision is exercised over professional, technical and clerical employees.

EXAMPLES OF WORK PERFORMED

Supervises and coordinates all activities of Aging Partners on; plans, directs, supervises and directs the services and programs offered.

Directs and monitors the Agency's programs and planning process; monitors the progress of planning activities; evaluates outcome and amends the planning process as necessary.

Plans, organizes, reviews, supervises and evaluates the work of subordinate employees.

Oversees and coordinates budget planning; monitors budget status and makes adjustments as necessary; develops additional resources such as grants and fund raisers to support current and new services and activities.

Provides technical assistance to established programs under contract to the Agency; maintains contractual agreements with member counties and individual direct services; assists contract organization with planning, budgeting, record-keeping, program development and general support.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and methods of organization and management.

Thorough knowledge of organizational and administrative policies and procedures.

Considerable knowledge of the sociological, behavioral and cultural aspects of those served by the Aging Partners.

Considerable knowledge of the functions and services of community organizations and related social service agency.

Considerable knowledge of the current needs of the community as they pertain to the Aging Partners.

Ability to plan, organize, and assign the work of professional, technical and clerical employees.

Ability to establish and maintain effective working relationships with community leaders, public officials, and the general public.

Ability to analyze problems and situations, and to plan and implement programs to assist in resolving problems.

Ability to prepare oral and written reports clearly and concisely.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business or public administration, the social or behavioral sciences, or related field plus four years experience in an administrative or managerial capacity including supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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