

ASSISTANT DIRECTOR OF AGING PARTNERS

NATURE OF WORK

This is highly responsible administrative and supervisory work serving as Assistant Director of Aging Partners and assisting in the total operation of the Department.

Work involves assisting the Director of Aging partners in the administration of the programs, projects, and activities of the Department. Work includes developing and implementing program policies and procedures and reviewing and evaluating the effectiveness of the programs and services provided. An employee in this class is expected to exercise considerable initiative and independent judgment within the framework of established guidelines and departmental policies. General supervision is received from the Director of Aging Partners with work being reviewed through the effectiveness of programs and services provided, regulatory compliance with Federal and State regulation, reports and plans submitted, conferences and public comment. Supervision is exercised over professional, paraprofessional, and clerical employees.

EXAMPLES OF WORK PERFORMED

Assists the Director of Aging Partners in the overall administration of the Aging Partners Department including the development of departmental goals and objectives, program development and budget preparation.

Serves as Assistant Director of Aging Partners and acts for Director of Aging Partners in his/her absence.

Oversees the data management activities of Aging Partners, ensuring that all requirements are met.

Coordinates, supervises, and evaluates the work of professional, paraprofessional and clerical employees.

Ensures agency compliance with Federal and State regulation through a process of monitoring, audit, and regular communications with regulatory partners.

Performs administrative duties in the areas and services of financial, contracting, personnel and grant administration.

Establishes and maintains liaison with community and business groups and organizations and federal, state, and municipal officials.

Delivers presentations to interested groups, agencies and the media; works with community organizations, agencies and the media to promote program awareness of Aging Partners programs.

Performs related work as required or assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and methods of organization, management and public administration.

Thorough knowledge of organizational and administrative policies and procedures.

Thorough knowledge of appropriate federal, state and local laws and regulations as they pertain to the programs and services provided.

Ability to plan, organize, supervise, and evaluate the work of professional, paraprofessional and clerical employees.

Ability to establish and maintain effective working relationships with community leaders, business representatives, public officials, co-workers 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 administration, public administration, human or behavioral sciences or related field; plus four years of administrative and supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

4/22

PS2415