

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** ASSISTANT DIRECTOR, OFFICE FOR THE AGING **GRADE:** 23

**TITLE ABBREVIATION:** ASST DIR, OFA **TITLE NO.:** 6180

**JURIS.CL:** NC **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** OFFICE FOR THE AGING

**NATURE OF THE WORK:** The Assistant Director, Office for the Aging has the responsibility for assisting the Director of the Office for the Aging with administration and coordination related to the short and long range planning, program development and delivery of services to the elderly. The work involves planning, coordinating, directing programs and services to meet the needs of Orange County Senior Citizens. The Assistant Director works with the Director of Office for the Aging to meet and provide technical assistance to municipalities, senior groups, and counterparts regarding the needs and services of the senior population.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-class position allocated to the non-competitive class of the classified service. Work is performed under the general direction of the Director with wide leeway to exercise independent judgment in areas relating to planning and coordination of services. General supervision is exercised over Program Coordinators, professional, fiscal, and support staff.

**TYPICAL DUTIES AND TASKS:**

Assists the Director with the administration of the Senior Dining Program services for Orange County Senior Citizens:

- Plans, directs, supervises the employees and volunteers who administer the Senior Dining Program which provides home-delivered meals, nutritional counseling, menu development, etc to home bound senior citizens;
- Makes referrals to community based services via Central Intake Staff;
- Provides oversight of route maintenance for meal delivery routes including volunteer scheduling and tracking of units of service;

Assists the Director with the oversight and management of the Retired & Senior Volunteer Program (RSVP):

- Recruits and maintains volunteers in non-profit agencies;
- Complies with Federal and State regulations regarding the operation of the RSVP program;
- Maintains records to record and report volunteer service hours, travel miles, and related data;
- Assists Program Coordinator to formulate and modify operational policies to develop and expand services;
- Researches new trends related to the aging community and develops programs which complement the trend;

Administers and facilitates consumer-based client tracking system through provision of technical assistance and training to staff and liaison with software developer;

Trains and directs the staff with the New York State CAARS and SAAMS reporting tools and software;

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Assists the Director with the promotion of Health and Education programs and events for senior citizens:

- Coordinates the information and content of publications and newsletters;
- Manages the tax assistance program for senior citizens;
- Provides guidance, assistance and supervision for senior clubs, senior awards, senior forums, and senior identification programs;
- Meets and maintains liaisons with governmental agencies to represent the interests of the elderly;
- Assists the Director in developing and implementing programs and services to meet the needs of the senior population now and in the future;
- Assists Director in efforts to increase commitments from public/private agencies and local municipalities for resources to maintain or expand services to older persons;

Assists the Director with the operation of the Office for the Aging:

- Assists with development and oversight of budgets and required reports;
- Assists in formulating department operational policies and procedures;
- Assists in hiring, supervision and training of personnel;
- Provides assistance to the Director and Program Coordinators with the operation and management of the Direct Services Division, Fiscal, and Contract Monitoring departments within the office;
- Researches funding streams and writes grants;
- Acts as the safety & loss control manager for the office;
- Reviews and signs all vouchers, payroll, and other documents in the absence of the Director;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of state and federal rules, regulations and legislation affecting delivery of services to the elderly; thorough knowledge of social and economic problems of the elderly; good knowledge of the Older Americans Act; good knowledge of community service agencies within the County; good knowledge of research and planning methods and techniques; ability to communicate clearly and effectively both orally and in writing; ability to establish and maintain cooperative working relationships; ability to supervise the work of others; sound judgment; tact; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in social science, health services, behavioral science, public administration or related field and one (1) year of experience in a community organization or in the delivery of a social service or social program; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in social science, health services, behavioral science, social work or related field and three (3) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above.

**NOTE:** Possession of a Master's Degree in one of the fields listed in (A) above may be substituted for the year of experience required.