

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DIRECTOR, OFFICE FOR THE AGING **GRADE:** 25

TITLE ABBREVIATION: DIRECTOR, OFA **TITLE NO.:** 6348

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

DEPARTMENT: OFFICE FOR THE AGING

NATURE OF THE WORK: The Director, Office for the Aging has responsibility for administering a wide range of support services for Orange County's 60+ population, their families and caregivers. The Director conducts studies to forecast future direct service needs and develops short and long term plans to meet those needs.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:

This is a one-position class allocated to the Non-Competitive Class of the classified service. The Director, Office for the Aging has responsibility for planning, developing and directing the provision of programs to the elderly. Director serves as an advocate for older persons; develops program policies. General direction is exercised over this position by the County Executive. The Director exercises supervision over a staff of professional, clerical and dining site staff.

TYPICAL DUTIES AND TASKS:

Develops and approves short and long term priorities, goals and objectives for the Department;

Reviews and approves applications for submission to funding agencies;

Negotiates contractual agreements for the delivery of services;

Assists in the development of and approves overall department budget, including specific program budgets and contractual service budgets;

Initiates and maintains effective community public relations for awareness of department's programs and services;

Advocates for programs and legislation for the benefit of the elderly;

Develops and maintains working relationships with community agencies providing human, health or social services;

Provides technical assistance to county, municipal, and community agencies for development of a coordinated network of services for the elderly;

Reviews, monitors, and gives final approval for budget expenditures;

Formulates department operational, program, and administrative policies and procedures;

Initiates and maintains effort to increase commitments from public/private agencies and local municipalities for resources to maintain or expand services to older persons.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of state and federal rules, regulations and legislation effecting delivery of services to the elderly; thorough knowledge of grant application procedures; thorough knowledge of social and economic problems of the elderly; good knowledge of community service agencies within the service delivery area; ability to establish and maintain effective public relations policies and procedures; ability to effectively advocate for special interest programs; ability to present ideas and programs clearly and effectively both orally and in writing; sound professional judgment; initiative; tact; 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, behavioral science, public administration or related field and three (3) years of experience in an administrative capacity 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, behavioral science, social work or related field and five (5) years of experience as described in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and eight (8) 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 one year of the required experience.