

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR CITIZENS PROGRAM COORDINATOR **GRADE:** 13

TITLE ABBREVIATION: SR CIT PROG COOR **TITLE NO.:** 6612

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: OFFICE FOR THE AGING **DIVISION:** HEALTH, EDUCATION, HOUSING

SUPERVISOR'S TITLE: ASSISTANT DIRECTOR, OFFICE FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing and coordinating the Health, Education and Housing Program for the elderly and projects administered through the Office for the Aging. The work is carried out in accordance with established guidelines and procedures and includes responsibility for promoting and coordinating programs and activities that serve both existing senior citizens groups as well as individuals not affiliated with an organized group. Work is performed under the general supervision of the Assistant Director with leeway allowed for the exercise of independent judgement in planning and carrying out the details of the work. Direct supervision is exercised over program staff and may be exercised over volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Develops Health and Education goals and objectives and assists with the development of the program budget;
2. **Develops annual campaign for media publicity for all Office for the Aging programs, composes releases for newspapers, radio and television; has overall responsibility for responding to media inquiries on upcoming or current programs;**
3. Plans, organizes and coordinates programs and large group activities (e.g. Senior Games) to include existing senior citizen groups as well as individuals not affiliated with an organized group;
4. Serves as Editor of the Office for the Aging newsletter;
5. Supervises the county-wide Senior Citizen Identification Card Program;
6. Plans, develops and implements educational seminars for leaders and members of existing senior citizen groups, senior dining program sites and senior citizen centers;
7. Coordinates Tax Assistance Program and supervises volunteers assigned to this program;

8. Plans programs with existing senior citizen program leaders and service providers throughout the county;
9. Interacts with various federal, state, municipal and private agencies in providing information and services to senior citizens;
10. Acts as liaison to Orange County Senior Citizen Council; may establish county-wide committees to promote and coordinate health and education programs;
11. Prepares news releases, brochures and other publicity material regarding the senior citizen program;
13. Prepares and maintains various records and reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the programs and services available to Senior Citizens; good knowledge of the physiology and psychology of aging; ability to read and interpret rules and regulations; ability to plan and conduct large scale activities; ability to work cooperatively with community and other agencies; ability to promote concern and interest of public in the welfare of senior citizens; ability to communicate effectively both orally and in writing; ability to supervise the work of others; organizational skills; compassion; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree and one (1) year experience in the administration or provision of services to an adult population; OR
- (B) Completion of 60 credit hours at a regionally accredited or New York State registered college or university and three (3) years experience as defined in (A); OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience as defined in (A); OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

NOTE: Must possess the ability to fulfill travel requirements of field assignments.

Revised: 9/16/76
Revised: 2/15/84
Revised: 7/21/89 kmg
REVISED: 11/8/96 mf
REVISED: 11/29/02 mf