

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** SPECIAL PROGRAMS DIRECTOR **GRADE:** 15

**TITLE ABBREVIATION:** SPEC PROG DIR **TITLE NO.:** 6696

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** OFFICE FOR THE AGING **DIVISION:** ADMINISTRATIVE

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

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, organizing and implementing special programs delivering services to the elderly, their caregivers and the general public. The Special Programs Director is responsible for the initial training and supervision of staff and volunteers involved in newly created special programs and for ensuring the smooth transition of such programs, staff and volunteers into regular programming for supervision by other Office for the Aging staff when appropriate. The incumbent is responsible for promoting services provided by Office for the Aging and for the provision of public education programs on a wide variety of topics. This position acts as a representative of the Office for the Aging on community boards, advisory committees and councils and in cooperative endeavors with other County departments. Work is performed under the general supervision of the Director with leeway allowed for exercise of independent judgement in developing programming plans. Direct supervision is exercised over the Case Manager (Aging), Special Programs Assistants and staff and volunteers of special programs during initial stages of program development. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Plans, secures funding for, organizes and implements special programs delivering services to the elderly and their caregivers;
2. Trains and provides initial supervision to staff and volunteers involved in special programs and ensures the smooth transition of special programs into regular programming for supervision by other Office staff when appropriate;
3. Supervises the Case Manager (Aging) and the Special Programs Assistants and provides administrative supervision to the Central Intake desk;
4. Oversees all aspects of the Caregiver Resource Center program including training, caregiver counseling, information and assistance and support group assistance;
5. Develops annual organizational plans including goals, objectives, staffing requirements and duties for special programs;
6. Reviews, summarizes and makes recommendations on actions to be taken on incoming directives pertaining to special programs from County, State and Federal governments;

8. Develops and presents educational programs on issues related to the elderly, their caregivers and the aging network to professional organizations, community groups and service clubs, schools, governmental units and the general public, and serves as a resource in the field of aging to the same;
9. Develops and prepares annual applications for funding in accordance with federal and state regulation and directives for regular programs assigned to the position;
10. Responds to sensitive correspondence for the Director and represents the Director at meetings as needed.

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

**CHARACTERISTICS:** Thorough knowledge of federal, state and local laws as they pertain to programs and services for the elderly and their caretakers; thorough knowledge of social and economic problems of the elderly; good knowledge of agency's overall programs; ability to acquire knowledge of government, public and private agencies providing services to the elderly; ability to plan, direct and accept responsibility for the work of others; ability to communicate effectively both orally and in writing; ability to conduct research and analyze findings; ability to develop and present educational programs; skill in public speaking; good judgement; 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, human resources, public administration or related field and three (3) years of experience administering a human service program; OR
- (B) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees 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 seven (7) years of experience as described in (A) and (B) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENT:** Must possess the ability to fulfill the travel requirements of field assignments.