

**ASSISTANT DIRECTOR - OFFICE FOR THE AGING**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Office for the Aging and involves assisting the Director in comprehensive planning and coordination of aging services for Oneida County. The incumbent is responsible for the overall administrative direction and monitoring of aging services and programs. The Assistant Director provides leadership to community agencies and to County programs with the development of new services and programs, and ensures coordination and integration with federal and state programs. Work is performed in conformance with local, state and federal statutes. Broad administrative direction comes from the Director, with wide leeway for independent judgement. Supervision is exercised over the activities of subordinate department personnel. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assists the Director in planning, organizing, and administering the department, and the planning, coordinating and administering of community-based aging services in Oneida County;
- Assists the Director with planning the yearly department budget and with writing the Annual Implementation Plan (AIP) including funding applications to the State Office for the Aging;
- Assists the Director with negotiating contracts with community service providers, including, but not limited to: writing Requests for Proposals, writing, producing, tracking and submitting all agreements to the County Executive for approval, and monitoring all agreements as required by the State Office for the Aging;
- Assists the Director with providing contracting agencies with technical assistance;
- Assists the Director with monitoring all department programs to ensure quality and cost-effective services;
- Assists the Director with advocacy for the Office's client population at all levels of government, and to promote inter-departmental and public/private partnerships;
- Assists the Director in coordinating Office for the Aging sponsored training programs, conferences, meetings and workshops;
- Provides the Director, other department staff, and State Office for the Aging with statistical analysis of aging services, including, but not limited to, the Consolidated Area Agency Reporting System (CAARS), the department's annual report, and information on trends, projections and population needs;
- Prepares a variety of records and reports related to the department and its services;
- Assists the Director with coordination and management of the Office for the Aging's Advisory Council;
- Assists the Director in the preparation of news and publicity releases, schedules and displays to inform the public of available aging services;
- Represents the Director in his/her absence at speaking engagements, community meetings, County Executive meetings and Board of Legislators meetings/activities;
- Directs the department operations in the absence of the Director;
- Performs other duties, as assigned by the Director.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the field of gerontology, aging and aging services; good knowledge of modern principles of public administration and personnel management practices; good knowledge of federal, state and local laws and regulations, as they pertain in particular to aging services; ability to plan, coordinate, and promote a wide variety of programs and services County-wide; ability to provide professional administrative leadership; ability to maintain a high standard of professional ethics; ability to perform research and to prepare clear and concise technical information reports, both written and oral; excellent writing skills; ability to plan, organize, coordinate and direct the work of others; ability to meet the public and to address groups effectively; emotional stability and maturity; good judgement; initiative, resourcefulness, tact, courtesy, dependability.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Master's Degree in gerontology, social work, public or business administration or a related field; **OR**
- (B) Graduation from a regionally accredited or N.Y.S. registered four (4) year college or university with a Bachelor's Degree in gerontology, social work, sociology, human services, public or business administration, psychology or a related field and two (2) years full-time experience as a administrator of a human service program; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience, as defined by the limits above; **OR**
- (D) An Equivalent combination of training and experience, as defined by the limits of (A) through (C).