

DIRECTOR - OFFICE OF ELDER AMERICANS
(Town of Mount Pleasant)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Recreation, an incumbent of this class assumes administrative responsibility for the design, implementation, supervision and management of the programs of the Office of Elder Americans which provides informational, direct social and educational services to the Town's senior citizen population. The incumbent is responsible for the fiscal and programmatic management of programs as well as the procurement of Federal, State, and private sector financing for programs and services. In addition, the incumbent acts as a case manager for the senior citizen clients enrolled in the Town's program. Supervision is exercised over program personnel on a direct as well as on-call basis. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops, implements and monitors agency programs, goals and objectives and supervises agency staff;

Coordinates visits and alternative services with case workers from other agencies who are assigned to senior citizens enrolled in the program;

Acts as case manager for the senior citizen program;

Supervises the operations of the Town's Nutrition Program;

Organizes and promotes programs that provide transportation and other services for clients to ensure the accessibility of programs and services;

Makes presentations at various community meetings, functions and facilities regarding problems and concerns of the aged;

Attends and participates in conferences, workshops and seminars and develops and conducts training programs for staff and volunteers;

Contacts public officials, community leaders and groups to obtain their cooperation and support of services and programs, and coordinates these services with other community agencies;

Initiates, prepares and generates the department operating budget, grant funding applications, budgets and proposals and presents same to the appropriate authority for approval;

Responsible for the generation and maintenance of all necessary records, reports, logs, schedules and statistical data and the supervision of all staff who support;

Acts as liaison between the Town and potential public and private sector funding sources;

Recruits, interviews and recommends hiring of departmental staff.

Delegates assignments to office personnel;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar and e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the social, medical and economic needs and concerns of the elderly; thorough knowledge of local, state and federal rules, regulations, ordinances and laws regarding the elderly; thorough knowledge of health and social care systems and governmental, community agencies and organizations that provide services to the elderly; good knowledge of the techniques involved in determining need for services and arranging for such assistance; good knowledge of the principles and practices of social casework; good knowledge of the sociological and psychological aspects of the elderly population; ability to establish and maintain effective working relationships, deal with the aged and supervise the work of others; ability to communicate effectively both verbally and in writing; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; tact; courtesy; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* in Recreation, Education, Psychology, Sociology, Gerontology or closely related field and four (4) years of paid experience in providing programs or services to an elderly population.

SUBSTITUTION: A Master's Degree* in Recreation, Education, Psychology, Sociology, Gerontology or closely related field will substitute for one (1) year of the above paid experience in providing programs or services to an elderly population.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level as stated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.