

Herkimer County

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 Herkimer 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 Herkimer 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 Legislature 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;
- Supervises planning, preparation, and service of nutritious and palatable meals for older persons;
- Manages the day-to-day operation and carries out the administrative functions of the nutrition service component of the Office for the Aging;
- Functions as the liaison between the New York State Office for the Aging, NYS Department of Health, and the individual nutrition services sites;
- Supervises all office and meals site personnel including maintenance of time and attendance records;
- Establishes effective budgetary management and food cost controls;
- Assesses the adequacy of existing facilities for food preparation and service for the elderly;
- Maintains and analyzes detailed records and reports as guides in purchasing and is responsible for the purchasing of food, equipment and supplies;
- Supervises the receipt, checking, and storage of food and other supplies;
- Trains all nutrition services personnel including volunteers;
- Assists in public information and education efforts including preparation of news releases, establishing contracts with media, attending meetings, speaking to groups, and generally interpreting the role of the nutrition services component to the public;
- Prepares quarterly program and budgetary reports and other reports as requested by the Director and required by New York State Office for the Aging;
- Reviews the menu that the Registered Dietician prepares to ensure it meets all Nutritional Standards;
- 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;

TYPICAL WORK ACTIVITIES: (Illustrative only) (Cont.)

- 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 a speaking engagements, community meetings, County Administrator 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.

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; good knowledge ability to plan, coordinate, and promote a wide variety of programs and services County-wide; good knowledge of food preparation and service techniques; good knowledge of nutritional needs of the elderly; 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 New York State 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 in aging services, human services or related field; **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;
- (D) An Equivalent combination of training and experience, as defined by the limits of (A) through (C).