

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the administration of the Office for the Aging. The incumbent would be responsible for overseeing and coordinating large segments of various programs and services offered to the senior population of the County. Work is performed under the general supervision of the Director of Aging Services with leeway for independently performing most of the duties of the position. Supervision is exercised over outreach workers or other staff as assigned.

TYPICAL WORK ACTIVITIES:

Provides training, supervision and guidance to outreach workers and department staff in agency intake, eligibility determination and screening procedures;

Reviews and approves recommended plans to determine if they meet the needs of the client;

Coordinates and administers specific service components and activities of the department, including the Expanded In Home Services for the Elderly Program (EISEP);

Initiates and assists in the preparation and monitoring of contracts with contract agencies;

Assesses needs of the senior population through the development of questionnaires and through communication with service agencies;

Interprets Federal, State and Local Policies relating to the implementation of department programs and services and assists in the establishment of policies and procedures for the delivery of services;

Meets with representatives of human services agencies to assist in the coordination of services to clients;

Assists in the preparation of the department budget;

Prepares a variety of records and reports necessary for the control and operation of the agency

activities;

Verifies billing received from subcontractors and responsible for billing those clients who share the cost of services;

Collects and analyzes data for program evaluation and ensures all records are updated and properly maintained for the control and operation of agency activities;

Assists Director of Aging Services in developing long-range plans to maintain and/or expand on continuous services for effective program development;

May act for the Director of Aging Services in his/her absence;

Participates in informational and educational activities to disseminate information concerning programs and services offered through the Office for the Aging;

Meets with representatives of other human service agencies to assist in the coordination of services to clients;

Provides training, assistance and counseling to volunteers and caregivers of clients;

Attends mandated and non-mandated meetings with the New York State Office for the Aging.

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

**TERISTICS**: Good knowledge of the characteristics, needs and interests of the aging; good knowledge of the major social problems affecting elderly persons; good knowledge of community agencies, facilities and services which can be utilized to aid the elderly; good knowledge of eligibility criteria and program requirements for services available through the Aging Services Office; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; ability to work with people and to establish and maintain effective helping relationships in human

services situations; working knowledge of the principles and techniques used in client interviewing; ability to communicate clearly and effectively, both orally and in writing; ability to organize and analyze data and to interpret complex narrative reports; and sensitivity to elderly persons and to cultural diversity issues.

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 with major work in education, social or behavioral sciences, public health, public administration or a related field and two (2) years of experience in community organization or the field of aging, including at least one (1) year in an administrative or supervisory capacity; or

(B) Graduation from a regionally accredited college or university or one accredited by the New

York State Board of Regents to grant degrees with an Associate's Degree with major work in social or behavioral sciences, public health, public administration or related field and four (4) years of experience in community organization or the field of aging, including at least one (1) year in an administrative or supervisory capacity; or

(B) An equivalent combination of training and experience as described in (A) and (B) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**ASSISTANT DIRECTOR OF AGING SERVICES**  
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Last Reviewed: 05/06/03  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval :N/A

Revised in Draft - 5/20/03  
Removed from draft and placed in classplan on 6/30/03  
Revised in SC Personnel Classplan 11/18/19  
Revised in Classplan: 10/6/2022  
Revised and Replaced in Classplan: 10/4/2024 (Edu)