

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for administrative oversight of services offered by the Office for the Aging. This office attempts to improve the status and condition of the elderly through the planning and coordination of various services and programs and in certain cases, the provision of necessary direct assistance. The work is performed under general direction in accordance with local, state, and federal laws, rules, and regulations. Wide leeway is allowed for the exercise of independent judgment in carrying out the job duties. Supervision is exercised over the work of staff assigned to the Office for Aging Services.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described .*

- Submits a four year comprehensive unified County plan for services for the elderly and annually updates the plan;
- Evaluates and prioritizes the needs of the elderly in the County;
- Serves as a member of the area wide Agency on Aging in accordance with the Older Americans Act;
- Advocates for the needs of the elderly within the County;
- Administers specific programs as assigned;
- Coordinates transportation programs, nutrition programs for senior citizens under Title III of the Older Americans Act, the Retired Senior Volunteer Program, recreation programs, and education programs;
- Works closely with the Advisory Committee on services for the elderly;
- Supervises administrative functions such as budgeting, personnel, purchasing;
- Develops and administers an area plan for programs on aging;

Coordinate services of the Office for the Aging with other community agencies such as the Social

Services Department and other human services agencies;

Provide technical assistance to various community agencies and organizations regarding services and

programs;

Conduct research on the needs of older persons and develop proposals and alternative approaches

for meeting these needs

Conduct training programs for staff and volunteer workers;

Reviews and makes recommendations to the Commissioner of the Health and Family Services for

applications filed by other community agencies for Federal and State grants or applications

for aid for programs related to aging services;

Uses computer applications or other automated systems, such as spreadsheets, word processing,

calendar, e-mail and database software in performing work assignments;

Prepares or supervises the preparation and distribution of reports and related materials to the

Commissioner and State and Federal agencies as required;

Recruits, selects and provides direction to the required staff to achieve the aims of the Office for the

Aging in order to carry out the policy of the Older Americans Act;

Administer additional programs that may be assigned to the Department by the County Manager, the

legislative body, or the Commissioner of Health and Family Services;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of characteristics, needs and interests of the aging

especially as they relate to income, health, housing, recreation, nutrition and transportation; thorough

knowledge of community agencies, facilities and services which can be utilized to aid the elderly; good knowledge of administrative principles and practices and of their effective application to a community group; good knowledge of public relation techniques; working knowledge of State and Federal agencies providing services or grants for services for older persons; working knowledge of civil service rules; ability to plan and supervise the work of others; ability to develop corrective action plans for employees; ability to utilize computer applications, including word processing and database software; ability to communicate clearly and effectively both verbally and in writing; tact; good judgment; sensitivity to elderly 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 Master's Degree or higher, with major work in social or behavioral sciences, public health, public administration, or related fields and two (2) years of administrative experience in community organization or the field of aging; 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 a Bachelor's Degree, with major work in social or behavioral sciences, public health, public administration, or related fields and four (4) years of experience in community organization or the field of aging, including at least two (2) years in an administrative capacity.

**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.

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Last Reviewed: 11/05/97  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised in Classplan 03/16/10  
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Revised in SC Personnel Classplan 8/25/22  
Revised and Replaced in Classplan: 3/25/2025 (Edu)