

DIRECTOR, OFFICE FOR SENIOR RESOURCES*

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional and administrative position involving responsibility for directing services and activities offered by the Office for Senior Resources. Direction is provided over countywide efforts to improve the status and condition of the elderly through the planning and coordination of various services and programs, as well as provision of necessary direct assistance. Work is performed under administrative direction from the County Executive in conformance with local, state, and federal laws, rules and regulations, with wide latitude allowed in the administration of the overall program. Supervision is exercised over the work of clerical and professional subordinate employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, organizes, promotes and directs varied services and activities designed to meet the needs of older people;
Evaluates and assesses the needs of older persons and the effectiveness of agencies and organizations serving or having the potential to serve older persons;
Supervises administrative functions such as budgeting, finance, personnel and purchasing;
Develops and administers an area plan for programs on aging;
Coordinates services of the Office for Senior Resources with other community agencies such as the Social Services Department;
Contacts public officials and community leaders to obtain their cooperation and stimulates them to take action in setting up programs for the aging;
Provides leadership and advocacy in behalf of all older persons in the municipality;
Provides technical assistance to various community agencies and organizations regarding services and programs;
Assumes and/or delegates primary leadership and responsibility for the implementation and development of department nutrition programs;
Conducts research on the needs of older persons and develops proposals and alternative approaches for meeting these needs;
Provides counseling and referral services for the aging;
Conducts training programs for staff and volunteer workers;
Conducts and attends conferences, workshops and seminars concerned with problems of the aging;
Reviews and comments upon applications filed by other community agencies for Federal and State grants or applications for aid for programs related to aging services;
Prepares or supervises the preparation and distribution of reports, press releases and related materials;
Performs a variety of related activities as required.

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Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, 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 relations techniques; working knowledge of State and Federal agencies providing services to the elderly; ability to direct and supervise the work of others; ability to communicate clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in social or behavioral sciences, public health, public administration, recreation education, or related fields, and two (2) years of full-time paid administrative experience in community organization or the field of aging; or
- b) Bachelor's degree in social or behavioral sciences, public health, public administration, recreation, education, or related fields, and three (3) years of full-time paid experience in community organization or the field of aging including at least one year in an administrative or supervisory capacity; or
- c) An equivalent combination of training and experience as indicated in a) and b).

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

SUBSTITUTION NOTE: One (1) year of experience as described above may be substituted for one (1) year of the required education.

**Formerly "Director, Office for Aging." Department name changed from Office for the Aging to Office for Senior Resources, Putnam County Charter amendment, Resolution #100 of 2014.*