

## DEPUTY DIRECTOR, OFFICE FOR THE AGING

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional administrative position within the Ulster County Office for the Aging. An incumbent in this class is responsible for assisting the Director of Office for the Aging in the performance of functions influencing policy and managing the daily operation of administering programs to the elderly. This work is performed within the framework defined by New York State Law, department rules and regulations and administrative policies established by the Director. Work is confidential in nature and is performed under the general direction of the Director of the Office for the Aging, with wide leeway allowed for the use of professional judgment in carrying out the mission of the department. Direct and general supervision is exercised over subordinate employees involved in the delivery of programs to the elderly. Does related work as required.

**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.

Coordinates, evaluates and monitors county programs providing services to the elderly including nutritional guidance, meals, homemaker services, home health services, ID discount services, legal aid, recreation and transportation services;

Assesses the needs of the elderly in the county in order to modify existing programs and/or implement new programs;

Interprets federal, state and local programs and advises the Director of the Office for the Aging;

Assists the Director in program development and in the formulation of casework policies and procedures of local department policy;

Recommends funding and grant proposals for the provision of services with responsibility for grant writing and contract management;

Coordinates the activities of staff in the provision of services to meet department goals and objectives;

Assists the Director in recruitment, selection and management of services and contract personnel;

Recommends staffing and funding requirements in connection with budget planning;

Represents the department on various County and Community Boards and public meetings as directed;

Assists the Director in the public relations aspects of geriatric programs and interprets the work of the department to the community;

Conducts staff meetings with caseworker personnel to discuss and identify client needs and review client intakes and referrals for effectiveness;

Follows up on clients referred to other agencies to ensure that they have received the help they need and to identify areas where they may need more help;

Assigns cases referred to the Office for the Aging by other agencies to appropriate personnel;

Develops and maintains liaison with a variety of governmental and community agencies;

Prepares correspondence and narrative and statistical reports on program activities and maintains records.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the modern principles and practices of gerontology case work and the administration of such programs; thorough knowledge of federal, state and local public laws and programs as they pertain to the geriatric population; good knowledge of resources in the public and private sector available to the aged; good knowledge of the principals and practices of public administration; ability to plan, direct and accept responsibility for the work of others; ability to analyze facts in making judgements regarding eligibility; ability to set program goals and evaluate program effectiveness; ability to communicate effectively, orally and in writing; ability to prepare clear and accurate records and reports; ability to prepare grant applications; ability to establish and maintain successful relationships with people; a high degree of empathy with the aged; good judgment; sensitivity to the reactions of others; initiative and resourcefulness; emotional maturity; tact; patience; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's or higher level degree in social science, management, public administration, public health administration, business administration or closely related field; **AND**
- B. Two (2) years of full-time or it's part-time equivalent work experience in a program providing services for the aging in a recognized social agency adhering to acceptable standards which provides or coordinates the provision of human services; **AND**
- C. Two (2) years of full-time or it's part-time equivalent work experience in an administrative supervisory position; **OR**
- D. An equivalent combination of training and experience.