

OSCEOLA COUNTY COMMISSION ON AGING JOB DESCRIPTION

COMMISSION ON AGING DIRECTOR

Directed By: County Coordinator

Supervises: All employees of the Commission on Aging Department and volunteers, either directly or indirectly.

Position Summary: Under the direction of the County Coordinator, the Commission on Aging Director plans, promotes, directs and evaluates a variety of programs for the senior population in Osceola County. Directs staff engaged in providing various programs/services to seniors, including nutrition services, casework/in-home services, and volunteer program. Responsible for the financial management of the agency and all other administrative functions. Supervises over forty employees.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Interprets and implements regulations and guidelines established by funding sources. Works extensively with funding source and regulatory agency staff.
2. Analyzes community needs, identifies needed programs and services and documents unmet needs of older adults. Secures funds for the department through preparing grant proposals, soliciting community donations and seeking alternative funding sources.
3. Enhances community understanding of department programs and promotes department's services through presentations to community groups and other interested parties.
4. Authorizes purchases of all necessary supplies and equipment using bid and purchasing procedures as required by funding sources and county policy.
5. Disseminates all financial data in order to accurately develop unit rates for all programs.
6. Negotiate and administer contracts with other agencies that are interested in purchasing services from the COA.
7. Sits on various committees and boards relative to the provision of services to seniors in order to help maintain coordination and cooperation.
8. Oversees the data processing system of the Agency and the maintenance of statistical databases.

9. Monitors changes at the Federal, State, regional, and local levels regarding funds and operations and meets with governmental leaders to advocate on behalf of seniors.
10. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, planning, and general administration. Develops and implements departmental policies, procedures and regulations.
11. Assesses department operations, staffing levels, facilities, and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
12. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used.
13. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees and assures necessary training and professional development. Takes disciplinary action according to established procedures.
14. Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
15. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. The county at its discretion, may consider an alternative combination of formal education and work experience.

Requirements include the following:

Education: Bachelor's degree in business administration, social work, gerontology, or healthcare.

Experience: 5 years of professional experience in the field of gerontology with supervisory/administrative experience which included personnel administration, budgeting, and grant preparation responsibilities.

The County, at its discretion, may consider an alternative combination of formal education and work experience.

Other Requirements:

1. Must be highly motivated.
2. Possession of valid Michigan driver's license

3. Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations
4. Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
5. Thorough knowledge of the principles and practices of senior services.
6. Considerable knowledge of maintenance techniques associated with senior services.
7. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public
8. Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations
9. Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master Care Advantage Program and new technologies
10. Ability to attend meetings scheduled at times other than normal business hours.
11. Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management and the ability to identify and implement new best practices.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.