

ASSISTANT AGING SERVICES PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in the Office for Aging which involves planning, coordinating, implementing and supervising a smaller service program, or a component of a larger service program. An employee in this class is responsible for the general operation of the program or component in compliance with program regulations and goals. Preliminary budget recommendations, preparation of components of grant applications and simple budgetary monitoring may also be duties of this position. Work is performed under the general supervision of an Aging Services Program Coordinator or higher level supervisor with considerable leeway for the exercise of independent judgement. The incumbent supervises subordinate personnel and does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates, implements and supervises a smaller service program or a component of a larger service program in the Office for Aging;

Assists in establishing program policies and procedures;

Prepares grant material such as workplans and budget components;

Writes narrative and numerical reports pertaining to program services as requested by the Program Coordinator, Director, or required by State and Federal Funding regulations;

Acts as liaison with public, private and volunteer agencies concerned with issues affecting the elderly;

Develops community awareness of services available to the elderly by employing public information techniques such as writing news releases, establishing contacts with the media and speaking to groups;

Assists in hiring decisions affecting program staff, participants and new volunteers;

Develops and provides training and placement opportunities for program participants;

Supervises program staff and participants;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the characteristics, needs and interests of the elderly;

Working knowledge of management techniques as they relate to organizing and prioritizing work;

Working knowledge of community agencies, facilities and services which can be used to aid the elderly;
Working knowledge of public information and relations techniques;
Working knowledge of governmental grant writing;
Working knowledge of governmental budgeting procedures;
Ability to empathize with the characteristics, needs and problems of the elderly;
Ability to communicate both orally and in writing;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Gerontology, Psychology, Sociology, Education, Public or Business Administration or a closely related field, and one year experience in community organization or human services; OR
- (b) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree and three years experience in community organization or human services; OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT: Possession of a valid New York State Operators license is required at time of appointment.