

## AGING SERVICES COORDINATOR

### DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for assisting the Director of the Office for the Aging in administering the programs and services provided to the elderly. This position involves program planning and development, the development and implementation of interagency agreements relating to the coordination of services for senior citizens and the monitoring and promotion of programs. The work involves a great deal of writing. Responsibilities include the development of an annual county plan for the provision of services and utilization of local, state and federal resources, as well as the writing and compilation of reports to funding agencies on a regular basis. Work is performed under the general supervision of the Director, Office for the Aging, with latitude allowed for the exercise of independent judgment. Supervision over the work of others may be a function of the position.

### TYPICAL WORK ACTIVITIES:

1. Prepares a variety of written materials on behalf of the Director and the Office for the Aging;
2. Develops, for approval from the Director and the New York State Office for the Aging, a comprehensive written plan for services to the senior population, with priorities, goals and objectives;
3. Initiates and assists in the preparation and monitoring of contracts with contract agencies;
4. Engages in various promotional and public relations activities, including writing news releases, newspaper articles, brochures, and other written items and serves on various committees in order to increase awareness of services provided by the agency;
5. Assesses needs of the senior population through the development of questionnaires and through communication with service agencies;
6. Monitors and evaluates existing programs (both in house and those provided by outside agencies) which are funded by the Office for the Aging, for budget expenditure and subcontract agreements;
7. Makes recommendations to the Director on funding requests for new programs, in terms of program relevance and established needs;
8. Prepares a variety of required reports for use within the agency and the county and for the New York State Office for the Aging;
9. Provides technical assistance in a variety of areas including writing, development and public relations to contract agencies providing services to senior citizens;
10. Prepares grant applications;
11. May supervise the work of others;
12. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the characteristics, problems, needs and interests of the aging; thorough knowledge of services available to the aging and of community organizations, agencies, and facilities serving the elderly; thorough knowledge of the techniques of effective report writing; good knowledge of the basic principles, practices and techniques of public relations; ability to establish satisfactory working relationships with a variety of public agencies and community groups; ability to prepare reports for evaluation and justification procedures; ability to analyze existing demographic and statistical data and make projections; good judgment; tact; initiative; thoroughness; physical condition commensurate with the demands of the position.

**AGING SERVICES COORDINATOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in gerontology, planning, urban studies, community organization, social work or a related social science field and one year of paid work experience in the area of aging or community organization which included significant time in program planning and development with responsibility for the preparation of written communications;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in human services, community organization, gerontology, planning, urban studies, social work or a related field and three years of paid work experience in the area of aging or community organization which included significant time in program planning and development with responsibility for the preparation of written communications;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree (or completion of two years of college) with a concentration in human services, community organization, urban studies or a related social science field and five years of paid work experience in the area of aging or community organization which included significant time in program planning and development with responsibility for the preparation of written communications;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B), and (C) above.

NOTE: One (1) year of paid work experience as described above may be substituted for one year of formal education (30 credits equal to one year).

**SPECIAL REQUIREMENT FOR APPOINTMENT:**

Possession of a valid NYS driver's license.

HU1202

ADOPTED: 09/30/74

REVISED: 09/12/78      11/15/84      08/83    07/01/91      01/22/96