

## **AGING SERVICES DIRECTOR**

### **NATURE OF WORK**

This is administrative work primarily involving the operations of the Aging Services Department, focusing on providing advocacy, programming, educational services and RSVP volunteer opportunities for the City's rapidly aging population through the Community Services and Facilities Section. A considerable amount of independence is allowed as to work methods. The Aging Services Director reports to the Community Services and Facilities Director.

Work involves program management of the Whitney Senior Center and oversight of the Retired and Senior volunteer Program (RSVP); including selecting and supervising staff, fiscal management, long range planning, public relations and advocacy on aging issues, working with an Advisory Boards, City Council, United Way and other funding sources.

### **EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties, which may be found in positions of this class).

- Select, train, and supervise staff and student interns
- Develop and update long range Aging Services plan for the Whitney Senior Center, RSVP and City
- Work with Aging Advisory Board to develop programs and services for older adults.
- Prepares and administers grants for special projects.
- Provides planning and assistance to groups and organizations that utilize the Whitney Senior Center
- Work with surrounding Cities and Counties to encourage annual funding to help with Senior Center and RSVP program costs
- Keep track of program and building costs and make improvements to Senior Center building as necessary
- Work with staff to assure adequate funds to sustain and grow aging services into the future.
- Conduct periodic strategic planning sessions to update plans for both the Whitney Senior Center and RSVP.
- Develop outreach system and programs for Senior Citizens in area hi-rises or other related facilities through the Whitney Without Walls (WWOW) program.
- Communicate with the public and government officials about issues that are pertinent to the older adult population
- Work with area schools and colleges to develop intergenerational activities
- Work closely with other City Department and Divisions to improve access to City services for older adults
- Work to increase diversity at Whitney Senior Center and make aging services more accessible for all people through Opening Doors/building Bridges Program
- Attend local, state and national meetings to keep up to date on the latest issues facing an aging society.
- Plan and oversee conferences and/or public forums on issues related to aging or volunteerism on a periodic basis.
- Develop and maintain appropriate relations with pertinent community agencies, organizations and groups and with state and federal agencies.
- Perform related work as required.

### **MINIMUM REQUIREMENTS**

Graduation from an accredited college or university with a four-year degree in a Human Service or related field, including some coursework in gerontology. Also must have four years progressively responsible administrative experience working with older adults.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Thorough knowledge of the principles, practices, and techniques of long-range planning;  
Ability to present ideas effectively both orally and in writing;  
Ability to work tactfully and effectively with operating officials and individuals associated with other governmental agencies;  
Ability to deal with the general public in an effective and friendly manner.  
Ability to keep up to date on the latest demographic figures and relay that information to the public.

### **ESSENTIAL JOB FUNCTIONS**

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing and responsibilities of this job. The essential functions of this position must be performed with or without reasonable accommodations.

Must have the ability to read, write, and speak English sufficiently to communicate with city officials, staff, outside agencies, and the general public; in order to write reports and submit budget information; to provide for supervision and training of permanent and part-time staff; must have above average oral communication skills to provide public relations presentations to civic groups, etc.

Must have above average practical judgement in order to deal with unexpected situations in the course of duty; must be able to operate independently;

Must demonstrate honesty and integrity in personal behavior and attitudes; must demonstrate a level of social maturity and self assurance to carry out tedious or repetitious tasks; must be free of substance abuse (legal and illegal) in order to maintain effective job performance.

Must understand the unique characteristics of an aging society and relay this information to various government officials.

7-10-07