

L0101

01/30/01

AREA AGENCY ON AGING ADMINISTRATOR 1

Definition: This is responsible administrative and supervisory work directing a small social and human service program for the aging.

An employe in this class is responsible for the administration of a comprehensive system of social services for the aging within a county or multi-county area. The employe determines priorities based on needs and resources to ensure program effectiveness and conformance with established federal, state and local regulations and policies.

Responsibilities include planning, developing and implementing a comprehensive annual plan and budget to achieve goals and objectives. Work includes the responsibility for planning, mobilizing resources and obtaining contractual agreements to provide necessary services. Employes are responsible for developing and assessing the work of agency staff in monitoring and evaluating the quality of services provided by contracts, as well as providing direct services for the aging.

Work is performed under the general direction of a board, council, local authorities, or administrative supervisor and is reviewed for adherence to broad policies and procedures through conferences and written reports to determine achievement of objectives.

Examples of Work:

- o Plans, organizes and directs a comprehensive social and human service program of services for the aging.
- o Develops and administers an annual budget for the Area Agency.
- o Establishes program policies and operating procedures.
- o Develops a network of multi-service and neighborhood centers to promote the social, mental and physical well-being of the aging.
- o Provides a system of supportive, in-home and extended services for the aging.
- o Provides technical assistance to providers of social services in the planning and service area.
- o Acts as an advocate in the interests of the aging to County Commissioners, Advisory Committee and the public.
- o Approves/disapproves agency expenditures, such as line item program budgets, AAA budget, purchasing requests and contracts.
- o Directs the development of grant applications for federal/state funds and/or local financial resources to improve existing services or initiate new services.
- o Supervises professional, technical and clerical staff.
- o Performs related work as required.

Required Knowledges, Skills and Abilities:

- o Knowledge of principles and practices of social service programs.
- o Knowledge of principles of public administration.
- o Knowledge of basic fiscal and programmatic principles and practices.
- o Ability to plan, organize and direct the work of others.
- o Ability to gather and analyze information and apply sound judgment in arriving at appropriate conclusions and determining program priorities.
- o Ability to exercise judgment in applying and interpreting departmental policies and procedures.
- o Ability to establish and maintain effective working relationships with associates, public officials, administrators, and the public in general.
- o Ability to express ideas orally and in writing.

Minimum Experience and Training Requirements: One year of experience as a Deputy Administrator at an equivalent level.

or

Five years of progressively responsible professional experience in the field of Social Services, which includes two years of supervisory experience and two years of budget and general management experience; and a bachelor's degree which includes or is supplemented by 12 semester hours credit in sociology, social welfare, psychology, gerontology or other related social science; or any equivalent combination of experience and training which includes 12 semester hours credit in sociology, social welfare, psychology, gerontology, or other related social science. A master's degree in Social Work or the Social Sciences (i.e., sociology, psychology, social welfare, or gerontology) may be substituted for one year of the general experience.