

Jurisdictional Class: Competitive
Adopted: March 31, 1975
Revised: May 3, 2010

COORDINATOR OF SERVICES FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position concerned with assisting the administration or directing assigned service components of an office for the aging. A person in this position may be responsible for general, specific, long range, and immediate planning, assisting in the administration of the program, coordinating the various activities, or administering a services component of the Office for the Aging. The incumbent may serve as assistant to the Director, Office for the Aging. The work is performed under general supervision of the Director, Office for the Aging, with considerable leeway allowed in the performance of duties. Supervision may be exercised over subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates the activities or administers a specific services component for the Office for the Aging;
Assists the Director in researching, preparing, and obtaining grant funds;
Assists the Director in planning, developing, and coordinating programs and services for the aging;
Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;
Works directly with older persons or their delegates;
Develops and participates in liaison activities with private and voluntary agencies concerned with the aging;
Maintains detailed program services records and makes reports of services as requested by the Director;
Stimulates community awareness and comprehension of the problems of older persons;
Assists in public information and education efforts including preparation of news releases, establishing contacts with media, attending meetings, speaking to groups concerning the problems of older persons, and generally interpreting the role of the Office for the Aging to the public;
Studies, evaluates and makes recommendations about programs, problems, suggestions, and research concerning the aging;
Assists the Director in preparing the budget, in finance, personnel, and purchasing;
Assists in the development and conduct of training for employees and volunteers;
Supervises the activities of an office staff, agency employees, and volunteer workers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the characteristics, needs, and interests of the aging;
Good knowledge of community agencies, facilities, and services which can be utilized to aid the elderly;
Working knowledge of public information and relations techniques;
Ability to plan and supervise the work of others;
Ability to communicate clearly and effectively both verbally and in writing;
Ability to organize.

Coordinator of Services for the Aging

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) A Master's Degree from a regionally accredited or New York State registered college or university with major work in social or behavioral sciences, public health, public administration, recreation, education, or related field and one (1) year of supervisory experience in community organization or the field of aging; or
- (b) Graduation from a regionally accredited or New York State registered college of university with a Bachelor's Degree with major work in social or behavioral sciences, public health, public administration, recreation, education, or related field and two (2) years of supervisory experience in community organization or the field of aging; or
- (c) Graduation from a regionally accredited or New York State registered college with an Associate's Degree with major work in social or behavioral sciences, public health, public administration, recreation, education, or related fields and four (4) years of supervisory experience in community organization or the field of aging; or
- (d) Six (6) years of supervisory experience in the adult education, recreation, community development, community health services, counseling, social work, public administration, work placement, or work with the aging; or
- (e) An equivalent combination of training and experience as defined by the limits of (a), (b), (c), and (d) above.

SPECIAL REQUIREMENTS: Certain assignment made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.