

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

28 DIRECTOR – AREA AGENCY ON AGING

37.5 hr/wk – \$62,074.09/yr

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept this position you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) & Child Abuse History (<https://www.compass.state.pa.us/cwis/public/home>) at your cost prior to your hire date as a condition of employment.

POSTED: 3/23/2020

REMOVE: 4/1/2020

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

DIRECTOR, AGING PROGRAM

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial functions associated with developing, managing, and coordinating services for senior citizens in the county.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develops, manages, and coordinates a variety of services for senior citizens; identifies needs of seniors in the community; identifies agency priorities; develops new services as needed; communicates available services to seniors.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; makes hiring/firing recommendations.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with Chief Clerk, County Commissioners, Advisory Council, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Develops and implements long and short term goals and plans for the department.

Develops and implements office policies, procedures, and forms.

Develops and implements departmental budget; monitors expenditures to ensure compliance with approved budget.

Provides information and education and information to the community on senior programs, services, and related issues; prepares/distributes educational materials; gives speeches and presentations; conducts interviews and appearances with television, radio, and newspaper media.

Performs all functions of court-appointed guardianship of incapacitated persons.

Coordinates work activities and contracting of services with other agencies, contractors, or others as needed; ensures that provision/contracting of services conforms to established state/federal guidelines.

Manages contracts from federal/state agencies.

Reviews bids for subcontracting.

Attends meetings; serves on various committees as needed, such as Housing, Safety, Emergency Services, and Board of Directors for Monroe County Transportation Authority.

Participates in fundraising activities as needed.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, case records, news releases, agendas, performance appraisals, bids, or other documents.

Receives various forms, reports, correspondence, program reports, fiscal reports, time sheets, invoices, checks, meeting minutes, funding applications, purchase requests, training requests, educational materials, long range plans, union contracts, census data, regulations, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, elected officials, government agencies, court officials, lawyers, physicians, clients, senior organizations, senior health care facilities, the public, landlords, vendors, service providers, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Purges old/obsolete records.

Performs case management as needed.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Accounting, Human Services, or closely related field; supplemented by five (5) years previous experience and/or training that includes public/private social service work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.