

## ASSOCIATE DIRECTOR OF COUNCIL ON AGING

### GENERAL STATEMENT OF DUTIES:

Under the executive direction of the Director of Health & Human Services, as delegated by the Mayor, as delegated to the City Administrator to the Director of Health and Human Services, to administratively identify the special needs of senior citizens, expedite their entitlements and to coordinate senior citizen programs; to perform related duties as required.

### DISTINGUISHING FEATURES OF THIS CLASSIFICATION:

This is an administrative and professional position in assisting with directing the activities of the Division of the Council on Aging of the City of Fall River. *The Associate Director is responsible for the day-to-day operations of the Council on Aging main office, senior centers and medical rides program, as well as the management/supervision of their associated staffs.*

Operationally, the Associate Director functions in six areas:

**Senior Centers:** supervise coordinators and staff; coordinate and schedule centers' programs and activities; conduct monthly coordinators' meetings; oversee budgetary operations as well as reconciling cash journals bi-monthly; maintain contracts/leases; act as liaison to the Citizens for Citizens Senior Aide program.

**COA Board of Directors:** prepare agendas for the meetings; conduct meetings; communicate with board members.

### Grant Administration:

- a) **State Formula Grant:** prepare and submit application, budget and required statistics to the EOE; oversee grant spending.
- b) **Community Development (CDA) Block Grant:** prepare and submit application, budget and required statistics to the CDA; oversee grant spending.
- c) Continually seek and apply for additional grant opportunities that would improve function/access for COA.

**Footprints publication:** take photos, write stories, gather information, send to printer, approve final copy and coordinate distribution.

**COA Main Office:** oversee Senior Medical Rides program; oversee and schedule COA office staff.

**Liaison with Coordinating Senior Service Agencies:** represent the COA on Bristol Elder Services Advisory Board; work with and foster relationships with other cooperating agencies in the Greater Fall River area; attend Bristol County COA Directors' meetings.

Work is performed with considerable independence under the general authority of prevailing statutes and under the executive direction of the Director of Health and Human Services.

Performs other functions as assigned.

## **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

The Associate Director must have extensive knowledge of senior citizen affairs and services: must have extensive knowledge of statutes pertaining to senior citizen affairs and services within the Commonwealth of Massachusetts; ability to coordinate and supervise various senior citizens' services and activities; ability to plan, coordinate and direct short-range and long-range goals of such a division; proven ability to motivate supervisors and other employees toward positive action toward a unified effort, effecting maximum productivity while maintaining a high state of morale; ability to do research, compile records and reports; assist in the development of budget requests; ability to express self clearly and concisely orally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the general public; ability to take independent action and make judgment decisions in the absence of specific direction; sincere dedication to the goals of senior citizen programs, including sensitivity to the social, medical, economic and psychological dimensions of senior citizens and their families; a positive "can-do" attitude; a willingness and ability to assume responsibility; must be extremely organized.

## **ACCEPTABLE EXPERIENCE AND TRAINING**

Applicants should have an Associate's degree (Bachelors preferred) from an accredited college or university in a field relevant to such programs, or a Liberal Arts degree with some work in administration preferred. The applicant should have a minimum of three years experience working in the field of geriatrics/elder care/human services or related field.

Must have ability to write clearly and effectively, and be able to use Microsoft Word®, Excel®, as well as publishing, photo manipulating and database software.

Must have a driver's license valid for driving within the State of Massachusetts.