

## **DEPUTY DIRECTOR, OFFICE FOR THE AGING**

**DISTINGUISHING FEATURES OF THE CLASS:** The position involves responsibility for Office for the Aging administration, coordination, and development of services. The incumbent performs management functions, including acting for or in place of the Director, when needed. Other functions include. Other functions include, but are not limited to, contract, fiscal management, budgeting, program development, personnel supervision, program evaluation, and monitoring of requirements pertaining to several federal and state programs, as well as other grant-funded programs. The incumbent is responsible for all general, specific, long range, and immediate departmental planning functions, including preparation of the annual/multiyear plan, which outlines department goals, objectives, and priorities. The work is carried out under general supervision of the Director with wide leeway allowed in the exercise of independent judgment. The incumbent supervises assigned staff. Does related work as required.

**TYPICAL WORK ACTIVITIES (Illustrative Only):** Assists in the administration of the department and acts for and in place of the Director; Assists in the development of departmental programs and policies; Helps set priorities, goals, and objectives for the advancement, growth, modification, and resource allocation of all programs; Monitors department plan for adherence to planned levels of performance and manages on-going plan activities; Prepares or assists in the preparation of reports and grant proposals, including, but not limited to, preparing budgets; composing narratives; and collecting, tabulating, and analyzing financial, demographic, programmatic, and supporting data from internal and external sources to aid in reporting and planning activities; Studies, evaluates, and makes recommendations about programs, problems, suggestions, and research concerning older adults, younger disabled persons, or their caregivers; Coordinates program grants and special projects; Administers specific service components of the Department; Operates a computer for the purposes of entering or retrieving data; Supervises staff; Provides technical assistance and participates in activities with municipal and community agencies concerned with programs and services or grant procurement to serve older adults, younger disabled persons, or their caregivers; Promotes community awareness and comprehension of the worth and needs of older adults, younger disabled persons, and their caregivers; Represents the agency through participation and membership on local and State committees and advisory boards; Works directly with older persons, younger disabled persons, or their caregivers.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of administrative principles and practices and their effective application to public agencies and community groups; Good knowledge of the characteristics, needs, and interests of older adults, younger disabled persons, and caregivers, especially as they relate to income, health, housing, nutrition, recreation, and transportation; Good knowledge of community agencies, facilities, and services; Good knowledge of government grant writing, planning/relation techniques, and providing public information; Working knowledge of State, Federal, and Local agencies providing services or grants for services for older adults, younger disabled persons, or their caregivers; Ability to plan and supervise the work of others; Ability to communicate effectively both verbally and in writing; Ability to establish and maintain good working relationships with others; Initiative; Empathy; Tact; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, AND EITHER:

A. A master's degree from college or university, with major work in social or behavioral sciences, public health, registered nurse, public administration, recreation, education, or related fields AND two (2) years of full-time, paid administrative experience in community organization or the field of aging or disabilities; OR:

B. A bachelor's degree from college or university, with major work in social or behavioral sciences, public health, registered nurse, public administration, recreation, education, or related fields AND three (3) years of full time, paid experience in community organization or the field of aging or disabilities including at least one year in an administrative or supervisory capacity; OR:

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**NOTE:** One (1) year of experience as described in (A) or (B) may be substituted for one year of formal higher education.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

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