**TITLE: DIRECTOR I - AREA AGENCY ON AGING (AAA)**

**Definition:**

Under the general direction of the executive director and the board of directors or other comparable body of the sponsoring agency, the director plans, coordinates, administers, and evaluates activities involving the development and implementation of comprehensive area planning for all older persons throughout a planning and service area (PSA).

**Examples of duties:**

Provides leadership and advocacy on behalf of all older persons within the planning and service area for which the AAA is responsible.

Supervises, coordinates, evaluates, and monitors all other AAA staff and activities.

Assumes full responsibility for all functions of the AAA within the guidelines and regulations of the Older Americans Act and the State Agency.

Establishes measurable program objectives and priorities for implementation of the Area Plan, in keeping with the objectives established by the State Agency.

Establishes and maintains an AAA advisory council on aging.

Gathers, maintains, and disseminates pertinent information on the elderly in the PSA.

Coordinates the activities of the AAA with other agencies involved in delivery of services for the elderly and pools available but untapped resources of public and private agencies in order to strengthen or initiate new services for older persons.

Maintains liaison with the Aging Services Division of the Department of Human Services.

Serves as a consultant to community organizations and agencies on issues related to the needs of older persons and on program/resource development.

Promotes good public relations through public presentations and through effective relationships with mass media personnel.

Performs or supervises administrative functions necessary for the AAA’s operation, such as record keeping and budgeting.

Conducts periodic public hearings concerning the needs of the elderly.

Provides training and technical assistance to Title III project staff under the Area Plan on a regular basis.

Negotiates grants and contracts for various programs for the elderly.

**Skills and knowledge:**

Considerable knowledge of: modern methods and principles of planning for older citizens; basic principles of administration; community services and organizations concerned with older citizens and their interrelationships; and the demographic, environmental, social, and economic characteristics of the State.

Ability to: enlist the support of diverse groups within local communities and to mobilize latent community support, including cooperation of the mass media, professional groups and industrial development commissions; plan, organize and coordinate activities of local committees on aging for the development and promotion of community education and planning programs; supervise and train professional and non-professional workers; summarize factual data succinctly and to present it so that itis clearly understood by State and community leaders; prepare reports; and use sound judgment in evaluating administrative problems, situations, and in making effective recommendations.

**Education and experience:**

A master’s degree from an accredited college or university with major course work in public administration, planning, community organization, social work, social sciences, adult education, public health, human relations, gerontology, or related field. One year of responsible full-time paid employment in a public agency, hospital, community agency, or other closely related area of social services which must have included supervisory or administrative responsibilities. Experience working in the aging field is preferred.

OR

an equivalent combination of education and experience substituting one year of qualifying experience for each year of required education with a maximum substitution of two years. No substitution for the one year of supervisory or administrative experience.

**Special requirements:**

Must: possess the ability and willingness to perform job-related travel; maintain office and participant confidentiality; and be bondable.