

MEDINA COUNTY COMMISSIONERS
Position Description
DIRECTOR
OFFICE FOR OLDER ADULTS



SUMMARY

Under the direction of the County Administrator, the Director of the Office for Older Adults (Office) plans and implements service programs in compliance with the Western Reserve Area Agency on Aging and the Ohio Department on Aging. Coordinates existing services and develops new programs for Medina County's elderly population through agreements with service providers and agencies, cities and other governmental bodies, community groups and the Advisory Council on Aging. Supervises the operation of the social service programs (Title III-B) and the nutrition programs (Title III-C) of the Older Americans Act. Represents the office to boards and groups, coordinates, develops and administers policy. Supervises preparation of needs assessments, funding proposals, contracts and budgets. Prepares or supervises preparation of weekly, monthly, quarterly, and/or yearly reports as required by funding agencies. Supervises preparation of publications, brochures, newsletters, releases and other publicity or information.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Works with Advisory Council on Aging to plan, develop and implement short and long range goals to meet and anticipate program and facility needs. Plans, administers, and supervises day to day operation of the Senior Center located in Medina, and nutrition sites in Medina, Brunswick, Gloria Glens and Wadsworth. Coordinates staff to implement services and activities promoting a positive atmosphere that encourages a sense of belonging. Manages programs in accordance with local, state and federal guidelines. Reviews and reports on programs, operations, facilities and equipment monthly to Board of Commissioners.
- II. Manages personnel in accordance with County policies. Interviews, hires, disciplines and evaluates employee work performance. Develops staff to provide a variety of appropriate programs and services in accordance with mandated policies and procedures. Oversees the establishment and maintenance of personnel files. Reviews, verifies accuracy, and signs weekly employee time sheets.
- III. Secures funding through donation and writing grants. Develops department's annual operating budget and oversees Office's financial management in a fiscally responsible manner. Ensures spending and purchases are within approved budgetary limitations and legal guidelines. Oversees purchases of supplies and equipment, and assures the required inventory of assets is maintained and updated in a timely manner. Assesses and evaluates Office's programs and services annually so unmet needs can be identified. Negotiates agreements with other agencies for coordination of services to more effectively serve client needs. Works with Prosecutor's Office to ensure contracts and agreements are legally acceptable. Develops liaisons with other service providers and institutions to enhance programming opportunities offered by the Office. Promotes and stimulates a good working relationship with staff, the public, businesses and other community agencies with whom the Office deals. Develops and submits necessary program activity and financial reports to various funding entities, federal and state agencies, in a timely manner. Compiles information for monitoring and evaluation visits from regulatory agencies, meets with the representatives and sees that steps are taken to remedy any shortcomings.
- IV. Monitors facilities and grounds to ensure they are a safe, appropriate environment for older individuals; meets with various health and safety inspectors as needed and sees that necessary steps are taken to remedy any shortcomings. Motivates and influences the elderly themselves to assist with activities so as to bring about a sense of accomplishment – to feel they are an integral part of both the Office and the community.

Class #: 69415C Class Title: Social Program Administrator 1 Position Control #: 10095.0 Normal Wrkg Hrs from 8 am to 4:30 pm
County of Employment: Medina County Working Title: Director Pos # & Title of Supervisor: County Administrator – PCN 10161.0

- V. Recruits qualified volunteers to assist with services and programs. Establishes and implements policies and guidelines to define qualifications for volunteers, procedures to be followed, documentation of hours, reports of hours, and recognition.
- VI. Promotes the Office at information, health and other types of public fairs to increase the visibility of the programs offered. Presents outreach programs on the Office's services and activities offered to interested community groups. Represents the Office in meetings with staff from other community agencies to foster interagency communications and coordinate efforts to implement special projects and community programs. Attends Western Reserve Area Agency on Aging and the Ohio Department on Aging meetings and training conferences to expand knowledge and to comply with various contract requirements.
- VII. Communicates information effectively and courteously by telephone, in writing or in person in response to questions or concerns from participants, their caregivers, other agencies, County administration and the public. Answers correspondence, completes information on the Office activities and services in response to surveys, composes publicity releases and provides related information and interviews to the news media.
- VIII. Performs related duties and responsibilities as assigned.

Class Title/Position Number of Position(s) Supervised:

69412C – Social Program Coordinator	16511C – Account Clerk 1
42412C – Food Service Coordinator 2	53821C – Delivery Worker 1
44213C – General Activities Therapist 1	42341C – Food Service Worker
17321C – Social Service Aide 1	42111C – Custodial Worker
42411C – Food Service Coordinator 1	

Human Resources: _____ Date: _____

County Administrator: _____ Date: _____

Appointing Authority: _____ Date: _____

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge	(1) Possess a working knowledge of the social service programs found under Title III-B & Title III-C of the Older Americans Act. (2) Knowledge of principles & practices of management; (3) Possess a working knowledge of accounting & budgeting; (4) Principles of interviewing, & fundamental aspects of human behavior; (5) Possess a basic knowledge of personal computers & standard word processing programs; (6) Basic arithmetic to perform calculations & understand financial records; (7) Customer service techniques; (8) County operations, organizations, procedures & policies; * (9) Standard office procedures & practices;	Plans, administers, & supervises day to day operation of the Office; Oversees Office financial management in a fiscally responsible manner Plans/ implements service programs in compliance with the Western Reserve Area Agency on Aging & the Ohio Department on Aging; Supervises social service programs; Coordinates, develops & administers policy; Manages programs in accordance with local, state & federal guidelines; Manages personnel in accordance with County policies; Interviews, hires, disciplines & evaluates employee work performance;
Skills:	(10) Possess & maintain a good reputation for honesty, integrity, & compassion; (11) Be a person of good moral character & possess high ethical standards (12) Maintain credibility & effective working relationships with those contacted in the course of work & in the face of conflicting issues & perspectives; (13) Use tact, discretion, initiative & independent judgment within established guidelines; (14) Prepare clear & concise reports, correspondence, presentations & other written materials; (15) Effectively manage time & resources to perform multiple tasks; (16) Good judgment to effectively deal with the public &/or senior participants, some of whom may be irate or unreasonable;	Plans, administers, & supervises day to day operation of the Office; Interviews/hires/disciplines staff; Coordinates services; Develops new programs through agreements with service providers & agencies, cities & other governmental bodies, community groups & the Advisory Council on Aging; Represents Office to boards & groups; Coordinates, develops & administers policy; Prepares assessments, funding proposals, contracts & budgets; Coordinates staff to implement services & activities; Interviews, hires, disciplines & evaluates employee work performance; Develops staff to provide a variety of appropriate programs & services in accordance with mandated policies & procedures; Secures funding through donation & writing grants; Ensures spending & purchases are within approved budgetary limitations & legal guidelines; Oversees Office' financial management in a fiscally responsible manner; Negotiates agreements with other agencies for coordination of services to more effectively serve client needs; Develops liaisons with other service providers & institutions to enhance programming opportunities offered by the Office; Motivates & influences the elderly themselves to assist with activities so as to bring about a sense of accomplishment; Recruits qualified volunteers to assist with services & programs

<p>Ability:</p>	<ul style="list-style-type: none"> (17) Ability to apply principles & practices of management practices; (18) Ability to supervise/consult/advise; (19) Ability to coordinate, delegate & negotiate; (20) Ability to make sound financial & budgetary decisions; (21) Ability to make administrative/procedural decisions & judgments; (22) Ability to maintain confidentiality; (23) Ability to possess & maintain a good reputation for honesty, integrity, & compassion; (24) Ability to make proper recommendations; (25) Ability to take appropriate & legally compliant actions; (26) Ability to define issues, collect data, facts; draw logical conclusions & then negotiate solutions; (27) Ability to communicate with persons from a wide variety of ethnic & social backgrounds; (28) Ability to establish & maintain harmonious working relationships between governmental & civic agencies; (29) Ability to organize work & establish priorities according to departmental operating requirements; (30) Ability to work cooperatively with other staff, outside agencies & public to maximize support; (31) Ability to promote Senior Center programs, involve participants, & effectively speak to groups. (32) Ability to creatively problem solve & mediate to come up with a reasonable resolution in instances of disagreements or misunderstandings; (33) Ability to perform job responsibilities independently & on own initiative in a timely manner in order to meet scheduled deadlines; (34) Ability to report to work on time & to perform the duties of the job for an entire work day; (35) Ability to attend public functions & meetings outside of regular working hours representing the Office; (36) Ability to concentrate & accomplish tasks despite interruptions; (37) Ability to perform a variety of tasks simultaneously or in rapid succession; 	<p>Plans, administers, & supervises day to day operation of the Office;</p> <p>Interviews applicants to establish child support cases</p> <p>Coordinates, develops & administers policy;</p> <p>Prepares assessments, funding proposals, contracts & budgets;</p> <p>Works with Advisory Council on Aging to plan, develop & implement short & long range goals to meet & anticipate program & facility needs;</p> <p>Coordinates staff to implement services & activities;</p> <p>Manages programs in accordance with local, state & federal guidelines;</p> <p>Reviews & reports on programs, operations, facilities & equipment monthly to Board of Commissioners;</p> <p>Interviews, hires, disciplines & evaluates employee work performance;</p> <p>Develops staff to provide a variety of appropriate programs & services in accordance with mandated policies & procedures;</p> <p>Secures funding through donation & writing grants;</p> <p>Develops department's annual operating budget & oversees Office' financial management in a fiscally responsible manner;</p> <p>Develops & submits necessary program activity & financial reports to various funding entities, federal & state agencies;</p> <p>Compiles information for monitoring & evaluation visits from regulatory agencies;</p> <p>Prepares various correspondence;</p> <p>Oversees purchases of supplies & equipment, & assures the required inventory of assets is maintained & updated in a timely manner;</p> <p>Assesses & evaluates Office' programs & services annually so unmet needs can be identified;</p> <p>Negotiates agreements with other agencies for coordination of services to more effectively serve client needs;</p> <p>Develops liaisons with other service providers & institutions to enhance programming opportunities offered by the Office;</p> <p>Monitors facilities & grounds to ensure they are a safe, appropriate environment for older individuals;</p>
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* Developed after employment

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

QUALIFICATIONS

- 1) Bachelor's Degree from an accredited four (4) year college or university with a major area of concentration in community services, social services, aging or health related programs.
- 2) A minimum of five (5) years experience in a mid-management level position involving the administration of social services programs, senior citizens programs, nutrition programs or recreation programs.
- 3) Evidence of working with senior citizens programs and other community agencies.
- 4) Evidence of grant writing experience.
- 5) Valid Ohio's Drivers License, proof of insurance and clean driving record.
- 6) Must possess and maintain reliable transportation.

COMPETENCIES / ESSENTIAL FUNCTIONS

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The working conditions are typically moderately quiet.
- Typically, the employee sits to do the work in an office or meeting room.
- Mental and cognitive skills to make independent decisions, advise, direct, plan, forecast, coordinate, analyze, develop, implement, recommend, research, understand, counsel, and manage.
- Some walking, standing, bending, carrying of light items (not exceeding 50 pounds) such as papers, books, small parts, driving an automobile, etc.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required for close vision and ability to adjust focus.