

Department: Aging  
Classification: Competitive  
Grade: 6M/C

SPEC DISK B2  
DOCUMENT 31

### COORDINATOR, SERVICES FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating and performing the operation of a municipal office for the aging. This is a responsible position concerned with assisting the administration of an office for the aging or directing assigned service components of an office for the aging. A person in this position may be responsible for general, specific, long range and immediate planning, assisting in the administration of the program, coordinating the various activities or administering a services component of the office for the aging. May serve as assistant to the Director of the Office for the Aging. The work is performed under general supervision of the Director, Office for the Aging with considerable latitude allowed in the performance of duties. Supervision may be exercised over subordinates. The incumbent does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates the activities of the Office for the Aging or administers a specific services component of the Office for the Aging;  
Assists the director in planning, developing and coordinating programs and services for the aging;  
Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;  
Works directly with older persons or their delegates;  
Develops and participates in liaison activities with private and voluntary agencies concerned with the aging;  
Maintains detailed program services records and makes reports of services as requested by the director;  
Stimulates community awareness and comprehension of problems of older persons;  
Assists in public information and education efforts including preparation of news releases, establishing contacts with media, attending meetings, speaking to groups concerning the problems of older persons, and general interpreting the role of the Office for the Aging to the public;  
Studies, evaluates and makes recommendations about programs, problems, suggestions and research concerning the aging;  
Assists the director in or has responsibility for budget, finance, personnel and purchasing;  
Assists in the development and conduct of training for employees and volunteers;  
Supervises the activities of an office staff, agency employees and volunteer workers.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the characteristics, needs and interests of the aging; good knowledge of community agencies, facilities, and services which can be utilized to aid the elderly; working knowledge of public information and relations techniques; ability to plan and supervise the work of others; ability to communicate clearly and effectively both verbal and in writing; ability to organize, initiative and resourcefulness; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

COORDINATOR, SERVICES FOR THE AGING - Continued

MINIMUM QUALIFICATIONS:

**PROMOTION:** Promotion limited to employees permanent for twenty-four (24) months holding position of Sr. Aging Services Aide or Specialist, Services for the Aging in the Essex County Department of Aging.

**OPEN COMPETITIVE:** Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Masters degree in social or behavioral sciences, public health, public administration, recreation, education, or related fields and one year of full-time paid supervisory experience in community organization or the field of aging; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree with major work in social or behavioral sciences, public health, public administration, recreation, education or related fields and two years of supervisory experience in community organization or the field of aging; or

(c) Graduation from a regionally accredited or New York State registered college or university with an Associate degree with major work in social or behavioral sciences, public health, public administration, recreation, education or related fields and four years of supervisory experience in community organization or the field of aging; or

(d) An equivalent combination of training and experience as defined by the limits of (a) and (b).