

MARSHALL COUNTY, ALABAMA

Job Description

DIRECTOR, COUNCIL ON AGING

Department: COA - Transportation

Job Code: 974

Pay Grade: 112

FLSA Status: Exempt

Reports To: Commission Chairman

JOB SUMMARY

The Council on Aging Director oversees the daily operation of the organization and supervises staff. Coordinates programs and services with the Top of Alabama Regional Council of Governments (TARCOG). Disseminates information regarding programs through brochures and speaking to individuals, groups, elected officials, etc. in order to inform seniors and secure assistance from individuals and groups. Identifies resources related to the health and welfare of older citizens. Prepares and administers annual budget. Prepares and reviews reports for TARCOG and the State of Alabama. Works with attorney, law enforcement, and DHR regarding guardianship, elder abuse, and other matters as needed.

ESSENTIAL JOB FUNCTIONS

- Oversees operation of the Council on Aging, coordinates with other agencies, manages budget, prepares reports, etc.
- Assures that TARCOG Contract requirements are met.
- Schedules and oversees Foundation on Aging Board meetings.
- Prepares and manages budget of approximately \$300,000.
- Coordinates programs, activities, and meeting needs with other non-profits, such as CASA, Community Action, RSVP, etc.
- Prepares and submits monthly reports to TARCOG.
- Reviews program reports prior to submission to state and TARCOG.
- Reports on Title I, II, and III services and programs to the State of Alabama.
- Prepares grants for funding programs and equipment purchases.
- Supervises employees and evaluates performance.
- Interviews applications for employment and makes hiring decisions.
- Plans for future of the agency by keeping up with trends and developments in the field.
- Prepares annual application to United Way and quarterly reports to United Way once funds are provided.
- Prepares Emergency Food and Shelter Grant reporting twice a year.
- Resolves complaints not resolved at a lower level.
- Implements grants received during the year from TARCOG and other sources and ensures that provisions of grant are met.
- Works with DHR regarding elder abuse.
- Works with attorney regarding guardians and conservators.
- Oversees vehicle repair and maintenance.
- Establishes and maintains records, as required.
- Prepares reports and narratives as required.
- Maintains presence in community by being active in related agencies, making presentations, etc.
- Serves on boards and attends meetings of community organizations.
- Makes speeches and participates in activities which would result in positive image of the Council on Aging.
- Obtains support of groups by making presentations to groups.

- Works with Foundations on Aging Board.
- Meets with elected officials as needed to promote funding and legislation that would benefit agency.
- Promotes information dissemination through radio announcements, newspapers, and newsletters.
- Assists with and monitors program operations.
- Assists seniors with insurance issues, such as open enrollment.
- Assists with Meals on Wheels, as needed.
- Visits senior centers and answers questions from participants about Medicare, drug coverage, advantage plans, and time to sign-up.
- Assists with United Way.
- Organizes special events.
- Coordinates transportation.
- Assists County retirees with insurance.
- Meets with elected officials to report Agency's support to local seniors and local economy.
- Fills in for part-time personnel as needed.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in business, public relations, counseling, psychology, sociology, or closely related field and five (5) years of experience in a community agency responding to the problems of aging persons, including three (3) years of supervisory experience, or an equivalent combination of education and experience. Experience or training in elder abuse, Medicaid waiver program, physical and mental changes related to growing older preferred.

Licenses or Certifications:

- Possession of a valid State of Alabama driver's license and a driving record suitable for insurability.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of TARCOG and Marshall County budget, contract, and reporting requirements.
- Knowledge of the principles of management and supervision.
- Knowledge of grant writing.
- Knowledge of problems related to aging.
- Knowledge of federal, state, and County rules regulations, policies, and laws related to older persons.
- Knowledge of modern office practices, procedures, systems, and equipment including computers and software.
- Knowledge of appropriate funding sources for various needs.
- Ability to read and comprehend a variety of materials, including laws and regulations.
- Ability to prepare and monitor budgets.
- Ability to prepare reports on behalf of department.
- Ability to communicate orally and in writing.
- Ability to prepare grant applications.
- Ability to supervise staff.

PHYSICAL DEMANDS

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, reaching, standing, and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles with or without correction.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable office environment. Work may require traveling between locations.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.