

AGING PROGRAM MANAGER

DEFINITION

Under general supervision of the County Executive, with policy direction from the Commission on Aging, is responsible for assessing the needs of the aging; planning to meet identified needs; developing and implementing programs; evaluating program effectiveness and efficiency; coordinating community programs for the aging; and performing related work as required.

EXAMPLES OF DUTIES

Researches through survey or other appropriate method available community services for older citizens within and without Dane County; identifies needs for the aging; works in a cooperative consultative role with the public and private agencies; develops and utilizes community resources to assist in the program; maintains systematic evaluation of the performance of ongoing services and needs of the aging within the County; develops recommendations for the County Executive to include the status of the aging; serves as the County's liaison with the State of Wisconsin Department of Health and Social Services Office on Aging concerning such activities as the administration of grant support for aging programs; advises the Commission on Aging regarding recommendations on funding of aging programs; applies for federal and state funds; monitors and analyzes expenditures of groups and organizations receiving County funds; develops evaluative criteria for services and programs funded by the County; performs related research and keeps abreast of new developments in the fields of aging and services for the aging; provides information through written materials, the media, and public appearances of services to the aged; meets regularly with interested groups; performs or supervises administrative functions necessary for the County Commission on Aging's operations, such as record keeping, budgeting, and orientation of new members; supervises subordinate staff including hiring, performance evaluation, effectively recommending action or disciplinary actions and adjustment of grievances, training and assignment of work.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a master's degree in a social science including courses in Gerontology and research methodology, plus two years of paid professional employment experience in an administrative or direct services capacity for a clientele consisting primarily of older adults.

Knowledges and Abilities: Ability to be innovative, creative and self directing; knowledge of interpersonal contact skills as they relate to effective communications with varying groups and individuals; knowledge and understanding of the social and economic problems of the aging; knowledge of survey research methods and ability to interpret results; knowledge of community organization as it relates particularly to the aging and the dynamics necessary for effective organization; ability to speak and write effectively; ability to develop concept papers and recommendations on aging issues; ability to develop funding sources in the public and private sectors; ability to perform cost-benefit analyses; ability to evaluate programs from both service and cost effectiveness perspectives; ability to supervise subordinate staff.