

SENIOR SERVICES OFFICE DIRECTOR**Nature of Work**

Under administrative direction of the Commissioner of the Bureau of Senior Services, assists in overseeing the administration of the agency. Responsibilities include managing the Bureau's program or fiscal operations by developing and implementing policies; formulating plans, programs, systems and procedures; directing the work of a large staff of professional and administrative employees; overseeing the preparation and execution of the Bureau budget; representing the state and Bureau to national, state and local agencies and advocacy groups on important issues affecting a large client population; and serving as a key congressional and legislative liaison for Bureau programs. Performs related work as required.

Examples of Work

- Directs the work of managers, professional, technical and clerical staff; makes assignments, conducts staff meetings, reviews and approves plans of operation.
- Develops, plans, evaluates and implements complex statewide senior services programs through managers and program administrators.
- Directs the development of office standards, policies and procedures.
- Oversees the compliance of office programs with state and federal rules, policies and standards.
- Directs the preparation and execution of the office budget; plans and presents budget requests as required.
- Serves in a primary liaison role with national, state and local agencies, advocacy groups, and service providers.
- Oversees the monitoring and evaluation of program administration and the delivery of services to the aging.
- Provides technical consultation and policy interpretation to subordinates, supervisor, public officials and advocacy groups.
- Oversees the preparation of periodic and special reports on the status of Bureau programs.

Knowledge, Skills and Abilities

- Knowledge of the theories, principles and techniques of the area of assignment.
- Knowledge of federal and state statutes, regulations and program standards in the area of assignment.
- Knowledge of state and federal fiscal regulation, policies and procedures.
- Knowledge of the principles of management.
- Ability to develop, plan, coordinate and evaluate statewide Bureau of Senior Services programs in the area of assignment.

SENIOR SERVICES OFFICE DIRECTOR (CONT'D)

Knowledge, Skills, and Abilities (cont'd)

Ability to work effectively with coworkers, the public, advocacy groups, federal and state agencies in the area of assignment.

Ability to direct the preparation and execution of a large office budget.

Ability to establish program standards and control, monitor and evaluate program administration and the delivery of services to the aging.

Ability to provide technical consultation and policy interpretation in the area of assignment.

Ability to communicate effectively, orally and in writing.

Ability to supervise the work of others.

Minimum Qualifications

TRAINING: Master's degree from an accredited college or university in a field related to the area of assignment.

SUBSTITUTION: One year full-time or equivalent part-time paid experience as described below may substitute for the Master's degree.

EXPERIENCE: Seven years of full-time or equivalent part-time paid professional experience in the area of assignment, four years of which must have been in a program administration capacity.

SUBSTITUTION: Post-graduate training in the area of assignment may substitute through an established formula for the non-supervisory experience.

Established: 6/19/97
Effective: 7/1/97