

Midland Area Agency on Aging

Job Description

POSITION TITLE: County Director

REPORTS TO: Executive Director

SUPERVISES: County Senior Services Employees

PURPOSE OF POSITION: The County Director assumes responsibility for the management, development, operation and routine evaluation of respective programs and services contracted or operated by the Agency

Essential Functions

- Responsible for the management, development, operation and routine evaluation of programs and services contracted or operated by the Agency according to Agency policies and State and Federal regulations. .
- Responsible for the annual development and monitoring of the local County plan, its budgets, income and expenditures, plan services and service contracts.
- Responsible for the timely compilation and submission of all fiscal, contractual and program reporting data to the central office or contract entities.
- Responsible for hiring, supervision, training, coaching, and annual evaluation of staff and volunteers according to Agency policy.
- Responsible for maintaining a cooperative working relationship with local governments, community agencies, and senior organizations.
- Responsible for providing program information, education and planning activities with the County Senior Services Board or Advisory Council. ..
- Evaluate, assist and advocate for aging adults and their families to help them to live in their homes and communities with dignity.
- Performs other duties or assignments given the Agency Executive Director to expand or enhance the agency's program goals and services

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily

Marginal Functions

- Attends Nebraska Association of Senior Centers meetings and activities.
- Attends transportation meetings and education opportunities if appropriate.

Essential Knowledge, Experience, and Abilities

- **Problem Solving-** Identify and resolve problems in a timely manner by gathering and analyzing information and developing solutions.
- **Customer Service-** Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; meet commitments.
- **Oral Communication-** Speak clearly and persuasively no matter what the situation. Actively listens and gets clarification. Respond well to questions. Demonstrate group presentation skills. Active participant in meetings.
- **Written Communication-** Able to read and interpret written information. Able to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence clearly and informatively. Edit work for spelling and grammar. Vary writing style to meet audience needs.
- **Delegation-** Delegate work assignments by matching the responsibility to the person. Allow staff to work independently after setting expectations. Monitor activities and provide recognition for positive results.
- **Management Skills-** Include staff in planning, decision-making, facilitating and process improvement. Take responsibility for subordinates' activities. Make self available to staff. Provide frequent performance feedback. Develop subordinates' skills and encourages growth. Continually work to improve management skills.
- **Administrative Skills-** Follow Older American Act, Community Action Services Act and Agency policies and procedures. Perform administrative tasks correctly and on time. Support agency goals and values. Develop and monitor the county level budget. Appropriate allocation of resources. Effective prioritization and time management. Utilize technology to improve efficiency.
- **Professionalism-** Maintain professional appearance in dress and manner. Treats others with respect and consideration regardless of their status or position. Accept responsibility for own actions and follow up on commitments.

- **Computer Skills-** Knowledge of Word, Excel and email software.

Essential Education, Certifications, and/or Licenses

- Associates degree or equivalent from two-year college or technical school, or a year or more of related experience and/or training; or a combination of education and experience. .
- Must be bondable and able to be insured to drive agency vehicles. Must maintain an active driver's license.

Essential Physical Demands and Typical Working Conditions

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand, walk, sit; use hands to finger, handle or feel and reach with hand and arms.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds
- The work environment generally is conducted indoors in temperature controlled environment with occasional exposure to outside weather conditions.
- The noise level in the work environment is usually moderate.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisor's Signature

Employee's Signature

Date

Date