



AREA AGENCY ON AGING

DIRECTOR

Under the general direction of INCOG Executive Director, is responsible for the direction and administration of planning, monitoring and evaluating programs for the Area Agency on Aging; and performs other related assigned duties.

DUTIES INCLUDE:

- Coordinates and monitors the development and implementation of various programs for the aging population in a multi-county area
- Develops community service programming for older adult participants
- Ensures compliance to fiscal and governmental regulations
- Develops and implements legislative advocacy and Long-Term Care Ombudsman programs
- Consults with governmental officials, operating agency personnel, and program participants concerning the development and implementation of programs for the aging
 - Consults monthly, quarterly at a minimum, with a federally mandated area advisory council on issues of advocacy and funding
- Provides data and information to be used in comprehensive planning and program evaluation
- Develops budgets and coordinates the application for, the receipt of, and reporting on federal and state funds utilized in programs for the aging population
- Supervises and trains subordinates
- Researches new sources of funding
- Provides programmatic and fiscal evaluation of resources and development activities for the aging population

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: A master's degree from an accredited college or university with major course work in public administration, planning, community organization, social work, social sciences, adult education, public health, human relations, gerontology, or related field. One year of responsible full-time paid employment in a public agency, hospital, community agency, or other closely related area of social services which must have included supervisory or administrative responsibilities. Experience working in the aging field preferred; OR an equivalent combination of education and experience substituting one year of qualifying experience for each year of required education with a maximum substitution of two years. No substitution for the one year of supervisory or administrative experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of community service program development principles, theories and application; and considerable knowledge of program development and evaluation techniques. Ability to direct and administer a comprehensive aging program for a multi-county area; ability to analyze complex administrative and program planning problems, and make sound recommendations for their solution; ability to prepare and present comprehensive reports and to communicate effectively both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; frequent carrying up to 50 pounds; occasional pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT:

Working environment is primarily indoors in an office setting.

HIRING SALARY RANGE:

\$72,000 - \$90,000

HOW TO APPLY:

Please submit a resume detailing employment history, experience, education, contact information and three professional references. Also include a cover letter that explains why you are interested and qualified for this position to: Personnel Director, INCOG, 2 W 2nd Street, Suite 800, Tulsa OK 74103, or e-mail to resumes@incog.org.