

DEPARTMENT: OFFICE FOR THE AGING
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 30, 1981

SPECIALIST, SERVICES FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the operation of an office for the aging or assisting in the implementation or operation of a services component of the office for the aging. Work may be performed under the general supervision of a Coordinator of Services for the Aging or the Director. Supervision may be exercised over subordinates. Assists in the implementation and operation of a special services component or performs a wide variety of tasks in the operation of a municipal office for the aging. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in the implementation of operation of a specific service component or performs a variety of tasks in support of programs and services for older persons;
2. Assists in the Coordinator of Service for the Aging or the Director in the performance of his duties;
3. Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;
4. Works directly with older persons or their delegates and identifies agencies and individuals potentially useful to older persons;
5. Attends meetings and speaks to groups concerning problems of older persons and the role of the office for the aging;
6. Makes recommendations to Director regarding programs and services for older persons;
7. Supervises the activities of assigned staff and volunteer workers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the characteristics, needs and interests of the aging; working knowledge of community agencies, facilities and services which can be utilized to aid the elderly; working knowledge of public information and relations techniques; ability to organize; ability to communicate clearly and effectively – both verbally and in writing; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from an accepted New York State registered four (4) year college or university with a Bachelor's Degree;

AND: One (1) year of full-time paid experience* in adult education, recreation, community development, community health services, counseling, social work, public administration, work placement or related fields;

- OR:** 2. Graduation from an accepted New York State registered two (2) year college with an Associate's Degree;

AND: Three (3) years of experience* in community organization or the field of aging; **

- OR:** 3. An equivalent combination of training and experience as indicated in (1) and (2).

*ALL EXPERIENCE MUST BE FULL-TIME PAID EXPERIENCE ACHIEVED AFTER DEGREE RECEIVED.

**In above #2, one (1) year of additional college education can be used for one (1) year of experience.