

## AGING SERVICES SUPERVISOR

### NATURE OF WORK

This is responsible managerial and administrative human service work directing, planning and supervising multiple programs pertaining to a major functional area of a human service program.

Work involves the responsibility for directing, planning, and supervising the activities of a major division with the Lincoln Area Agency on Aging. Work also involves coordination of program activities with outside agencies; preparing and/or supervising grant applications for additional funding; negotiating for sub-contracted services; and evaluating program and client services for effectiveness, efficiency and cost containment issues.

Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and effectiveness of programs supervised. Supervision is exercised over professional, para-professional and/or clerical employees.

### EXAMPLES OF WORK PERFORMED

Supervises and coordinates all activities related to assigned divisional programs including planning, developing and recommending programs for the delivery of services to Lincoln and surrounding area residents; coordinates program activities with outside agencies; works with private and public agencies to develop mutually supportive contracts/agreements; evaluates divisional program and client services for effectiveness, efficiency and cost containment issues.

Prepares and coordinates annual program budget activities; develops performance objectives for assigned programs; authorizes budgetary expenditures; reviews and approves related financial reports; prepares and/or supervises grant applications for program funding.

Directs and attends routine organizational and/or community meetings in support of collaborative efforts to provide services to local residents; provides supportive and technical assistance as needed; acts as liaison with other programs and community initiatives.

Develops or coordinates the development of improved policies, structures, systems or procedures relevant to the delivery of service or administrative functioning.

Performs personnel functions to assure qualified paid and non-paid personnel are selected, trained, evaluated and supervised within the program areas assigned.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of program development, management and evaluation within a larger organizational structure.

Considerable knowledge of the functions, programs and services provided by various community agencies as they pertain to elderly and disabled populations, needs and issues.

Considerable knowledge of the principles and methods of organizational development and management.

Knowledge of local, state and federal laws and regulations pertaining to the management, organization and delivery of elderly and disabled services.

Knowledge of solicitation and fundraising principles, practices and techniques.

Knowledge of personal computer systems.

Knowledge of financial management, including budgeting, billing and collection and grant management.

Ability to plan, assign, supervise and evaluate the work of professional, para-professional and clerical subordinates.

Ability to negotiate contracts with sub-contracting agencies.

Ability to communicate effectively both orally and in writing including facilitating meetings and delivering presentations and reports.

Ability to establish and maintain effective working relationships with governmental officials, community agencies, service providers, co-workers and the general public.

Ability to formulate and interpret technical and legislative policy with regard to governmental grants, fundraising activities and intra-agency contracts.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with graduate coursework in public administration, marketing, human or behavioral sciences or related field plus considerable experience in an administrative or managerial capacity including supervisory experience.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major coursework in public administration, marketing, human or behavioral sciences or related field plus considerable experience in an administrative or managerial capacity including supervisory experience or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills. Specialized training and/or certification by appropriate agency in the specific area assigned may be substituted for a portion of the education requirements.

NECESSARY SPECIAL REQUIREMENT

Certification by appropriate certifying agency in specialized area to which assigned if deemed necessary by appointing authority for program accreditation.

Approved by: \_\_\_\_\_  
Personnel Director

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Department Head

Revised 5/97

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