

CLASS TITLE:

**ASSISTANT DIRECTOR,
DEPARTMENT OF ELDERLY AFFAIRS**

**Class Code: 02503100
Pay Grade: 39A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible administrative and supervisory work assisting a superior in planning, coordinating, implementing and controlling the various programs and functions in one of the divisions of the Department of Elderly Affairs; to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgment; work is reviewed through conferences and submitted reports for conformance with policy, provisions of law, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs and reviews the work of subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible administrative and supervisory work assisting a superior in planning, coordinating, implementing and controlling the various programs and functions in one of the divisions of the Department of Elderly Affairs.

To provide comprehensive integration and blending of community based contracted services and programs to ensure equitable access to the elderly population throughout the state.

To assist community based agencies in program development through technical assistance.

To assist community based agencies in the implementation, monitoring and refinement of a comprehensive management information system through the Department of Elderly Affairs.

To assist in making program and policy recommendations to an Associate Director and/or Director.

To confer with division managers for guidance and assistance as relates to program operations and activities and interpretation of policies, standards and laws pertinent to specific programs.

To advise, guide and cooperate with the various public and private agencies on matters relating to the programs and laws administered by the Department of Elderly Affairs.

To review existing laws, proposed legislation, rules and relations and to report thereon to an Associate Director.

To attend meetings and conferences involving federal, state and local officials, network professionals and the general public.

To evaluate present programs and functions as to the effectiveness, efficiency and progress.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques pertaining to a broad range of programs for the elderly; a thorough knowledge of state and federal legislation pertaining to programs for the elderly; a thorough knowledge of administrative planning, direction, monitoring and evaluation, and the ability to apply such knowledge; the ability to plan, organize, coordinate, review and supervise the work of a staff of subordinates; the ability to evaluate the effectiveness of programs and recommend changes for improvement; the ability to maintain effective working relationships with associates, subordinates and public and private officials involved with elderly programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Social Work, Sociology, Public Administration, or Business Administration, or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible supervisory or administrative position in a public or private agency offering programs and services for the elderly.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

Editorial Review: 3/15/03