



## Capital Area Council of Governments Job Description

**CAPCOG Title:** Aging Program Specialist

**Division:** Aging Services

**Reports to:** Director of Aging Services

**State Title and Salary Grade:** Program Specialist I/B17

**FLSA Status:**  Exempt  Non-Exempt

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### GENERAL DESCRIPTION

Performs complex administrative support, consultative services, and technical program assistance work to support the division in providing services to support the well-being of older adults, those with disabilities, and their caregivers in CAPCOG's 10-county region. Work involves an array of technical assistance, research of aging and disability related policy trends and program best practices, preparing reports, and administrative activities in support of the division and program departments. Assists with training for evidence-based, self-management interventions. Assists with internal and external communication, program performance reviews, and project development and expansion. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

### ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Performs administrative duties related to program development such as data management, record keeping, report editing and client and service tracking management.
- Performs technical, training, research, planning, policy, program assessment, and administrative activities related to program assignment.
- Prepares detailed reports
- Compiles and edits data for charts, graphs, program summaries, service delivery and project deliverables.
- Coordinates, schedules, organizes, and prepares special grant project meetings and training events.
- Makes public presentations related to agency programs and projects
- Assists with performance reports for compliance
- Assists with training development and implementation for evidence-based programs
- Assists in providing consultative services and technical assistance for agency programs.
- Assists with the review of program area operations to identify areas in need of change and assists with the development of plans to improve or address areas of concern.
- Performs back-up duties for information and referral, and data entry.
- Assists in the collecting, organizing, researching, analyzing of data, and/or preparation of materials in response to requests for program or division information and/or reports.
- Assists in researching, composing, designing, editing, and distributing of required reports, forms, brochures, flyers, newsletters, advertising, or white papers. Assists with contract management including the preparation of project timelines, evaluation processes for monitoring performance measures, and compliance within division programs.
- Assists in the development of administrative policies and procedures related to contract accountability and compliance.

### GENERAL QUALIFICATIONS

Education and experience may be substituted for one another.

#### Education

Graduation from an accredited four- year college or university with major course work in social services or a field relevant to the assignment is generally preferred.

**Experience**

A minimum of three years of work in an office environment performing duties comparable to position duties and using office equipment and software required to perform the duties of the position is required.  
Experience in a field related to the division’s programs is preferred.

**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

On-the job training to include leader or master trainer certification in evidence-based programs in support of Health and Wellness programs within three months of hire date, or within three months of implementation of a new evidence-based program by the agency.

Must have dependable transportation for travel within the region, maintain a valid Texas driver’s license, and proof of vehicle insurance as specified by the State of Texas.

**Knowledge, Skills, and Abilities**

- Knowledge of Texas Health and Human Services related rules and regulations.
- Knowledge of budget processes
- Skill in Microsoft Office Suite programs (Excel, Word, Outlook, SharePoint).
- Ability to prepare reports  
Ability to conduct research and accurately analyze data
- Ability to comprehend and accurately interpret applicable rules
- Ability to accurately provide program information in written or oral form to inquirers
- Ability to effectively communicate orally and in writing with staff, vendors, and subcontractors and prepare correspondence.

**Physical Requirements**

<b>Remain in a stationary position</b> at a desk throughout the workday.	Frequently
<b>Stand and perform tasks</b> throughout the workday. May be stationary for periods of the day.	Seldom
<b>Move about</b> inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Regularly
<b>Coordinate precise movements of the fingers</b> in order to use office productivity machinery or perform intricate tasks.	Frequently
<b>Move objects</b> weighing up to designated # of pounds.	Seldom - 35 lbs
<b>Lift objects</b> from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 35 lbs
<b>Converse with others</b> both in person and over the phone.	Frequently
<b>View details at close range</b> (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
<b>Move body into multiple positions</b> to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
<b>Performs duties in professional office environment</b>	Frequently
<b>Performs duties while exposed to conditions</b> of heat, cold, humidity, wind and/or rain.	Seldom
<b>Drives</b> a vehicle to perform CAPCOG business.	Seldom

**PHYSICAL REQUIREMENTS KEY**

- Never 0%     Seldom 0-30%     Regularly 30-60%     Frequently 60-90%     Constantly 90-100%
- Seldom would be up to 12 hours per week or 0 to 2.4 hours per day*  
*Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day*  
*Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day*  
*Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day*

*I have read and understand all aspects of this job description.*

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Employee Printed Name, Signature and Date

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Supervisor Printed Name, Signature and Date