



Capital Area Council of Governments Job Description

CAPCOG Title	Director of Aging Services	State Title	Director III
Position Number	AAA_01_01	Salary Group	B28
Reports to	Executive Director	Telecommuting Eligibility	
Division	Aging Services	FLSA Classification	Exempt
Employment Category	Regular-Full Time	Cell Phone Stipend	Level 2

GENERAL DESCRIPTION

Performs highly advanced managerial work providing direction and guidance in strategic operations and management of all aging programs. Work involves planning and delivering services, establishing performance metrics and contract deliverables, assessing needs and developing projects and initiatives, and overseeing programs and projects based on internal policies and procedures. Manages programs in compliance with state and federal requirements and in coordination with regional and state networks for AAA programs. Works with extensive latitude for independent judgment and initiative. The essential functions of this position must be performed at CAPCOG offices therefore the position is not eligible for telecommuting on a regular basis.

ESSENTIAL FUNCTIONS

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

- Provides guidance and direction to staff for planning and delivery of all services.
- Manages resources, budgeting, development of policy and procedures, and personnel required for all aspects of the department's activities.
- Undertakes regional planning through needs assessments, analysis of demographic trends, identification of consumer groups, and other long-range planning of services.
- Recommends initiatives, goals, and evaluation or revision of programs based on best practices, audits, forecasts, studies, and benchmarking.
- Oversees all procurement of services, financial management, and contract management and evaluates contractor/vendor performance.
- Establishes goals for all programs with the division, including schedules, priorities, performance measures, and reporting.
- Maintains information on and complies with all guidelines, statutes, policies, and regulations at the state and federal level relevant to programs.
- Coordinates and monitors activities that impact current and future programs by networking with community-based stakeholders, regional and state agencies, and human services groups.
- Represents the agency at meetings, hearings, legislative functions, and conferences, as well as on committees and issue panels.
- Manages administrative functions of Division including personnel, budgeting, reporting, performance goals, contracts, and ensures compliance with relevant regulations, rules, policies, and statutes.

GENERAL QUALIFICATIONS

Education

Bachelor's degree from an accredited college or university with major course work in gerontology, human services or related field is required.

Experience

Minimum of five years of experience managing human services or social services programs. Experience with state and federal programs required: experience working with laws and regulations relating to programs for elderly, disabled or human services for seniors preferred. Three years working with programs targeted to older adults and general administrative management duties in a government agency including work with budget, contracts, procurement, and reporting is required.

Knowledge

- Social and human services with focus on aging and persons with disabilities
- State and federal grant management including Older Americans Act
- Management of contracts for delivery of services
- Performance measurement and monitoring
- General trends and best practices in planning and the provision of services for older adults
- Computer skills
- Contracts and managing contractual relationships.

Skills and Abilities

- General management functions
- Personnel management and team building
- Coordination and facilitation of multi-organizational initiatives
- Written and oral communications
- Computer software to support division functions.
- Coordination of policy, regulatory, and legislative issues
- Use knowledge and experience to make objective, wise, strategic decisions.
- Valid driver's license, proof of insurance specified by the State of Texas, and dependable transportation for travel within the region.

Position Specific Competencies

- Accountability – takes responsibility for the division's activities and performance regardless of circumstances.
- Personnel management – provides direction and communicates expectations effectively while motivating staff to meet goals.
- Strategic thinking – demonstrates ability to facilitate discussions and take actions to support and expand agency goals and mission.
- Conflict Resolution – Has ability to understand others' positions, analyzing all viewpoints objectively, and focusing on settling a disagreement or fixing a problem.
- Analytic Problem Solving – Uses a logical approach to make decisions, address problems, and take advantage of opportunities.
- Concern for Impact – Carries out responsibilities in a thoughtful manner and understands how individual actions affect the division.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom
Move about 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.	Seldom

Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Regularly
Move objects weighing up to designated # of pounds.	Seldom - 15 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 15 lbs
Converse with others both in person and over the phone.	Regularly
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions 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
Performs duties in professional office environment	Frequently
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Seldom
Drives a vehicle to perform CAPCOG business.	Seldom

Other Requirements

Dependable transportation for travel within the region, valid driver's license and proof of vehicle insurance as required by the State of Texas.