

SNOHOMISH COUNTY JOB DESCRIPTIONS

DIVISION ON AGING ADMINISTRATOR

Spec No. 1039

BASIC FUNCTION

To administer Division on Aging programs for older persons.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, coordinates and administers a variety of social and health service programs for older persons; prepares program plans, goals, objectives and budget requests; presents plans to administrative boards and the county council; negotiates plan acceptance with appropriate state agency; administers approved program budgets; ensures that program operations comply with applicable federal and state laws, regulations and guidelines, and with county policies and procedures.
2. Coordinates and supervises programs operations; establishes work priorities and assigns work to subordinate employees; coordinates operations with other county departments and programs, and with outside agencies as necessary.
3. Supervises and evaluates the work of subordinate employees as required; advises, assists and trains subordinates as necessary; participates in the selection of new employees, and makes recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.
4. Supervises and participates in the preparation of needs assessments and service delivery plans to address the identified needs of older persons in Snohomish County.
5. Supervises and participates in the preparation of grant applications and related documents; maintains liaison with representatives of funding agencies as necessary.
6. Supervises and participates in the development and negotiation and administration of contracts and service agreements with program subcontractors; monitors contractor performance for compliance.
7. Serves as liaison with and provides technical assistance to the Snohomish County Council on Aging; serves as advocate for the needs and interests of the older population, and represents assigned programs before various community groups, legislative bodies and outside agencies as necessary; may conduct public hearings to explain program plans and solicit public input as required.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration, one of the social sciences, or a closely related field; four (4) years of experience in social services programs for older persons, including at least one (1) year of supervisory or administrative experience; OR, any equivalent

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MINIMUM QUALIFICATIONS (Continued)

combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of program planning, organization and administration
- the principles, practices and procedures associated with budget and grant preparation and administration
- the principles and practices of contract negotiation and administration
- the methods and techniques used in conducting needs assessments and preparing service delivery plans
- the needs, concerns and interests of the older population
- the literature, trends and developments in the social and health services field

Ability to:

- effectively plan, coordinate and administer assigned programs
- effectively supervise and evaluate the work of subordinate employees
- develop program plans and budgets
- allocate and make effective use of available resources
- assess the potential impact of social and economic trends on assigned programs
- assess the relative advantages and disadvantages of alternative courses of action
- analyze and evaluate the economic, political and social impacts and consequences of administrative policies and actions
- gather, analyze, synthesize and evaluate a variety of data including statistical data
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned programs
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates, representatives of other agencies, and with the general public
- serve as an effective advocate for the needs and interests of the older population
- communicate effectively, both orally and in writing; prepare a variety of correspondence, reports and other written materials including grant applications and related documents

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SUPERVISION

The employee receives administrative direction from the Director of Human Services and has wide latitude for independent action. The employee exercises considerable independent judgment and discretion in developing and achieving program goals and objectives. Direct supervision is exercised over assigned clerical and professional staff including subordinate Social Services Specialists. The work is reviewed through periodic meetings and status reports, and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for the purpose of attending community meetings, coordinating program activities and so on. The employee is required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 1983
Revised: April 1988, July 2002
EEO: 1 - Officials and Administrator
Pay Grade: 111 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous