

AREA 3 SENIOR SERVICES AGENCY
701 S. Allen Ste. 100 Meridian, ID 83642
Position Description

Position: Executive Director

Department: Area Agency on Aging

Reports To: Area 3 Senior Services Agency Board of Directors

Office Location: Meridian, Idaho

Summary:

Under general supervision of the Area 3 Senior Services Agency Board of Directors, the Director is responsible for supervising the day-to-day activities of the Area 3 Senior Services Agency, which includes but is not limited to: Information & Assistance, Case Management,, Adult Protection, Ombudsman, Public Information, Contracts Management, Family Caregiver Support Programs, Aging and Disability Resource Center, and the Veterans Directed Home and Community Services (VD-HCBS)

Major Duties/Accountabilities:

1. Operate within the guidelines of the Older Americans Act, as amended.
 - a. Serve as advocate for all persons 60 years of age or older.
 - b. Develop and implement annual budgets.
 - c. Implement appropriate controls to ensure compliance with Federal and State rules, regulations and procedures.
 - d. Direct management of staff to provide most efficient use of dollars and services provided.
 - e. Revise Area Plan goals and objectives as needed, including long range strategic plans, goals and objectives.
 - f. Attend aging workshops and conferences.
 - g. Be responsible for the accuracy of and sign all external fiscal and performance reports.
 - h. Work closely with the AAA Advisory Council on all matters relating to the development of the Area Plan, administration of the Plan and operations conducted under the Plan.
2. Develop and publish updated Area 3 Senior Services Agency Area Plan annually.
3. Provide wide variety of services to Service Providers:
 - a. Develop and schedule appropriate training workshops to upgrade personnel based on demonstrated needs or requests.
 - b. Arrange technical assistance.
 - c. Monitor financial and program performance on a monthly basis to ensure compliance with the appropriate regulations and publish guidelines.
 - d. Conduct on-site visitations as appropriate but not less than semi-annually.

4. Maintain a professional working relationship with local legislators, local units of government, non-profit organizations and other business leaders located within the ten counties of Southwest Idaho. Serve on appropriate boards and committees.
5. Keep the Area 3 Senior Services Agency Board informed on all activities and/or potential problems.
6. Supervise Area 3 Senior Services Agency staff.
 - a. Prepare annual personnel evaluations.
 - b. Make recommendations for promotions and salary increases.
 - c. Motivate and provide day to day guidance and leadership of staff through participative management and human resource processes.
 - d. Hire, train and develop highly qualified staff of approximately 20 full- and part-time employees.
 - e. Maintain appropriate confidentiality, including client as well as personnel issues.
 - f. Communicate information and state problems or challenges in a clear, concise, courteous, non-discriminatory and professional manner.

Major Challenges/ Unique Features:

1. Must provide appropriate services to dynamic and aging clientele.
2. Must have knowledge of appropriate Federal and State regulations/policies/directives.
3. Maintain a professional working relationship with Area 3 Senior Services Agency Board of Directors, the Idaho Commission on Aging, the Corporation for National and Community Service, Senior Citizen Centers, and other contractees.
4. Maintain and expand service delivery levels to the aging population in the face of uncertain funding support.
5. Seek new sources of funding to expand services and meet new needs.
6. Develop new programs to meet demonstrated local needs.
7. Manage multiple projects, often working through others, to achieve desired program outcomes.
8. Build strong internal and external coalitions.

Minimum Qualifications:

1. Graduate from accredited four-year college, university, or equivalent experience with experience in human resources planning, sociology, social work or related field.
2. Demonstrated effective organizational and supervisory skills.
3. Demonstrated managerial success in the administration of a private or non-profit entity, including detailed budgetary experience.
4. Working knowledge of research and statistical skills.
5. Excellent oral and written communications skills.
6. Ability to interpret and implement Federal/State regulations.
7. Familiarity with grants including goals, required performance and fiscal compliance.

Interpersonal Skills:

1. Must possess excellent communication skills.
2. Must be able to work with and encourage aging persons.
3. Ability to create new programs and utilizing existing resources.

4. Must develop and maintain cooperative working relations with a variety of community organizations and agencies.