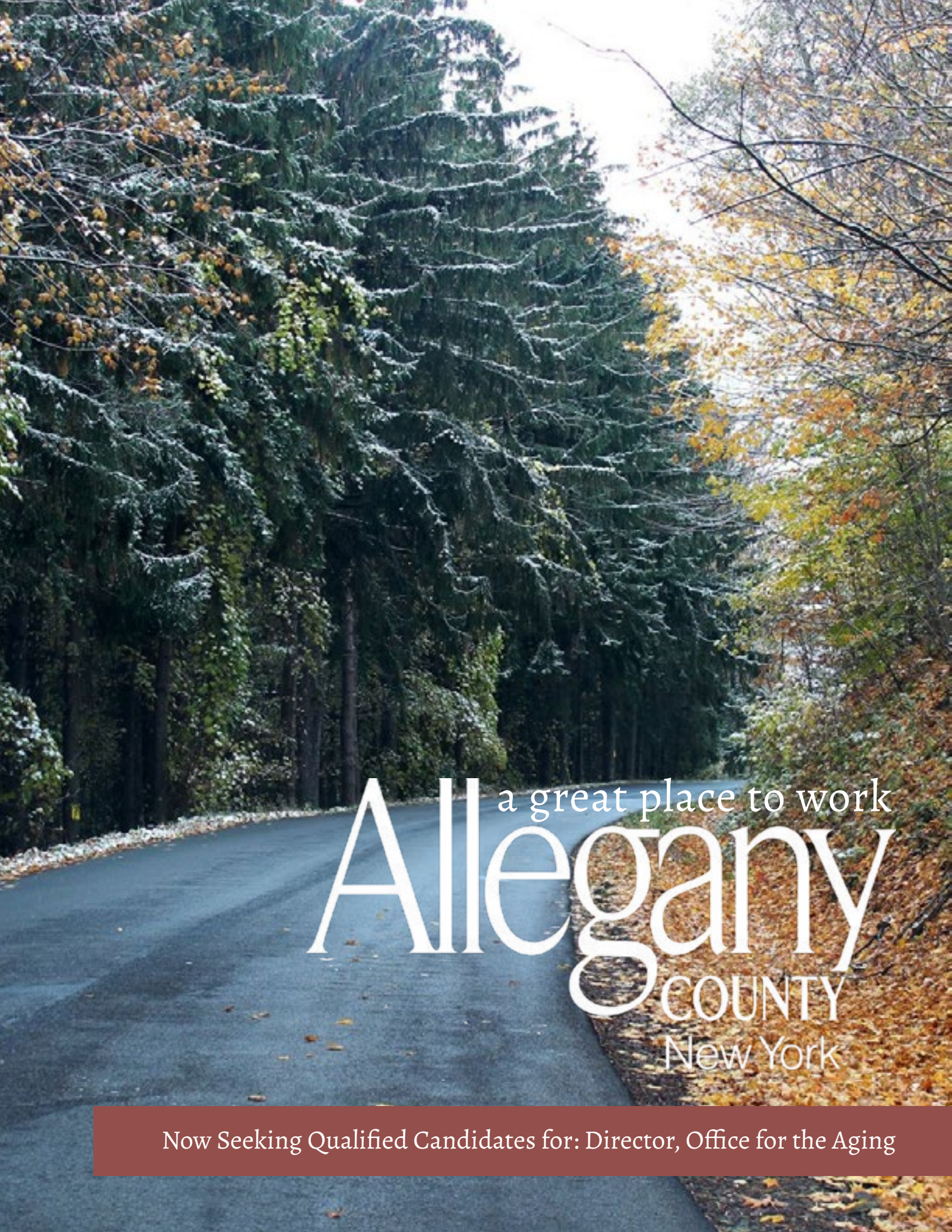


Now Seeking Qualified Candidates for: Director, Office for the Aging

about allegany county

A great place to live.

Nestled in the foothills of the Allegheny Mountains, amidst a pastoral setting of rolling hills, lush valleys, and picturesque lakes and streams, you'll find a relaxed and unhurried way of life in Allegany County.

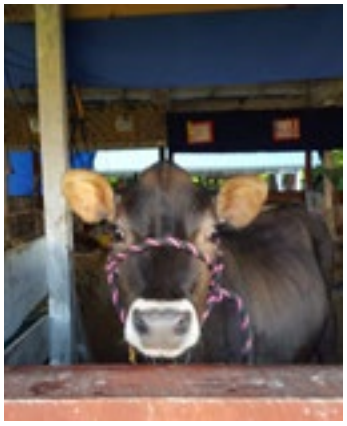
Allegany County's low cost of living, abundance of affordable housing, safe and close-knit communities, and wide range of outdoor recreation activities for every season are some of the reasons nearly 47,000 residents proudly call Allegany County their home. Located in Western New York's historic Southern Tier, Allegany County isn't far from the major cities of the Northeast – just far enough to enjoy our natural beauty and avoid the traffic!

A great place to work.

Allegany County offers excellent benefits, including membership in New York State's retirement plan. With three nationally-ranked colleges located within the county, there is no shortage of diverse educational opportunities available for those who seek to continue their education. Allegany County is also home to major employers like ARVOS and Otis-Eastern.

County Government

The Allegany County Legislature is made up of five districts, covering 1034 sq. miles, with each district electing three representatives to serve a four year term on the Board of Legislators. Allegany County shares borders with Livingston County to the northeast, Steuben County to the east, Cattaraugus County to the west and Wyoming County to the northwest; and Potter County, PA to the southeast and McKean County, PA to the southwest.



Find Where You Belong in Allegany County.

Whether you're into tearing up the trails in an ATV at Tall Pines ATV Park, floating the Genesee River in your kayak, making new friends at a local craft brewery, or spending the weekend antiquing or discovering unique treasures offered by our local artisan community, there's plenty to explore, and plenty of good company, in Allegany County.

about the position

Position Overview

Allegany County is seeking qualified candidates for the position of Office for the Aging Director. This is an important professional and administrative position involving responsibility for directing services and activities offered by the Office for the Aging (OFA). This Office attempts to improve the status and condition of older Allegany County residents by planning and coordinating services and programs and by the provision of direct services. The work is performed under general administrative direction from the county legislative body in conformance with local, state, and federal law, rules and regulations with wide latitude allowed in the administration of the overall program. Supervision is exercised over the work of all OFA employees. The director does related work as required.

This is a full-time position with an annual salary range commensurate with education and work experience. Employment with Allegany County offers excellent benefits including membership in the New York State retirement plan.

about the position

Typical Work Activities

- Plan, organize, promote and direct services and activities designed to meet the needs of older people;
- Evaluate and assess the needs of older people and the effectiveness of programs serving older people;
- Supervise administrative functions such as budgeting, finance, personnel and purchasing for the OFA;
- Develop and administer a plan for programs for older adults in Allegany County;
- Coordinate services of the Office for the Aging with other governmental and community agencies;
- Contact public officials and community leaders to obtain their cooperation in developing and supporting programs for the aging; Provide leadership and advocacy on behalf of all older people in the county;
- Provide technical assistance to community agencies and organizations regarding services and programs;
- Assume primary leadership and responsibility for the implementation of all Federal Older Americans Act programs and NY State funded programs for older adults.
- Conduct research on the needs of older people and participate in the development of proposals and new approaches for meeting those needs;
- Conduct and attend conferences, workshops and seminars on the issues of aging;
- Review and comment on applications submitted by other community agencies for funding related to aging services;
- Conduct and arrange training programs for staff and volunteer workers;
- Prepare and supervise the preparation and distribution of reports, press releases and related materials;
- Hire and train required staff;
- Provide other assistance as required.

about the position

Minimum Qualifications

EITHER:

(a) A Master's degree from a regionally accredited or New York State registered college or university with major work in social or behavioral sciences, public health, public administration or related fields and two years of administrative or supervisory experience in a community organization, social work, public health, or human services;

OR

(b) A Bachelor's degree from a regionally accredited or New York State registered college or university with major work in social or behavioral sciences, public health, public administration, or related fields and three years of experience as described in (a) above, two years of which must have been in an administrative or supervisory capacity.

Applying

Qualified candidates should submit an Allegany County Employment Application, resume, list of references, and any applicable documentation no later than May 8, 2019 to:

Allegany County
Department of Human Resources & Civil Service
7 Court Street, County Office Building
Belmont, NY 14813