

COMMISSIONER OF SENIOR SERVICES

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DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the administrative operations of the Department of Senior Services. The incumbent plans, develops, coordinates and directs programs and services for the aging population within Erie County. Work is performed under the general direction of the County Executive. Supervision is exercised over lower ranking administrative, professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as the local administrative officer for planning and coordination of services for senior citizens in cooperation with the County Executive and the County legislature;  
Serves as an advocate in order to make existing service systems more effective and accessible to senior citizens;  
Assesses the future needs of senior citizens to insure the continuance of beneficial programs and to implement additional services according to need and demographics including handicapped and disabled senior citizens;  
Applies for such Federal and State funds and grants as may be beneficial to senior citizens programs;  
Functions as a coordinator with cities, towns and villages within the County for community-based systems for senior citizens;  
Gathers and disseminates information relating to the needs of the aging and informs the public through an awareness program of the services and facilities available to senior citizens;  
Initiates and monitors programs to preserve the safety of senior citizens with respect to transportation services and crime prevention;  
Performs such further duties as may be prescribed or directed by the County Executive or the County legislature.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the characteristics, needs and interests of the aging; thorough knowledge of community agencies, facilities and services for the aging; thorough knowledge of administrative policies and practices; good knowledge of public relations techniques; skill in management, organizational development, and inter-personal relations; ability to plan, promote, direct and coordinate a comprehensive community-wide human services program; ability to direct research studies and to prepare detailed reports; ability to meet the public and effectively address various groups; dependability; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree and eight (8) years of administrative experience in a human services field.

NOTE: Graduation from a regionally accredited or New York State registered college or university with a Master's degree may be substituted for one (1) year of the required experience.

Administration - responsible direction and control of an organization or organizational unit. In addition to the supervision of work groups, the administrator is involved in planning, resource allocation, program evaluation and policy formulation.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

