

Crawford County Commission on Aging

JOB DESCRIPTION

EXECUTIVE DIRECTOR

General Summary

Under the direction of the Crawford County Commission on Aging Board, plans, promotes, directs and evaluates a variety of programs to the older adult population of Crawford County. Directs staff engaged in providing various programs/services to older adults, including recreational & wellness activities, public benefits counseling, nutrition services, homemaking, personal care & respite care services. Responsible for the daily operation of the Senior Center. Plans and executes all building and grounds expansions. The Executive Director shall be responsible for the financial management of the agency and all other administrative functions.

Essential Functions

1. Performs a variety of personnel management functions including interviewing and hiring candidates for employment, orientation, training, scheduling, assigning work, timekeeping, reviewing work products, evaluating performance, disciplinary actions and other employee relations issues. Conducts periodic staff meetings and provides regularly scheduled staff development and in-service training.
2. Oversees all operations of the agency, including the delivery of services and programs to the older adults in our community. Responsible for monitoring and evaluating all the programs and services provided by the agency and improving, altering, or discontinuing, with COA Board consultation, as needed.
3. Coordinates agency work activities; organizes and prioritizes agency workload; reviews work assignments, monitors status of work in progress, inspects completed work, troubleshoots problem situations. Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.
4. Prepares and presents the annual budget to the Commission on Agency Board. Approves expenditures as authorized and monitors expenditures and revenues to ensure they are within budgetary guidelines. Ensures County Financial Officer receives copy of budget once the COA Board has approved it. Develops the long-range financial and capital plans to maintain the COA facilities and equipment into the future.
5. Responsible for keeping accurate records in preparation for federal, state, and local audits of books and program services. Reviews and evaluates County financial statements and required contractor reports.
6. Develops financial plans to ensure the viability of the agency's programs. This would include the researching and preparing of a variety of grant applications requiring extensive writing, research and collection of statistical data.
7. Responsible for all Administrative Functions, including the development and implementation of policies and procedures for each program and service area, policy analysis, and program planning and evaluation.

8. Establishes, administers and reviews priorities, policies and operating procedures in cooperation with the COA Board.
9. Analyzes community needs, identifies needed programs and services by documenting unmet needs. Constantly researching and developing new ideas and programs to better service the unmet needs of the older adult population of Crawford County. Represents the COA on various community Boards and Committees.
10. Enhances community understanding of Agency programs and promotes Agency services through presentations to community groups and other interested parties. Researches and develops promotional materials about the Agency and services.
11. Attends training sessions and meetings as requested by various funding sources. Monitors changes at the Federal, State, regional and local levels regarding availability of funding and operational guidelines. Meets with governmental leaders as an advocate for the Agency and older adults of Crawford County.
12. Attends numerous committee/Board meetings, staff meetings, and informational sharing meetings as a representative of Crawford County COA.
13. Reports all relevant material to the Commission on Aging Board that impacts the operation of the agency and/or current and future policy applications of the Agency.
14. Ensures payroll, revenue/expenses and financial reports are all processed as within policy guidelines.
15. Negotiates and administers the current AFSCME union contract
16. Provides coverage of staff positions in their absence.
17. All other duties that may from time to time be assigned by the COA Board.

Employment Qualifications

Education: Bachelor's Degree preferred in business administration, public administration, gerontology, social work or related area.

Experience: Two to five years of professional experience in human services field. Supervisory/administrative experience that includes personnel administration. Budgeting and grant preparation/administration responsibilities. Gerontology experience preferred.

Other Requirements: Possession of a valid Michigan Driver's License and have an insured, reliable, personal vehicle for use or otherwise able to regularly travel to various meetings and program sites which are required.

Ability to pass a Criminal History background review through the Michigan State Police ICHAT, Michigan Public Sex Offender Registry, National Sex Offender Registry, Office of Inspector General Exclusions, Federal System for Award Management (SAM) and Michigan Licensing and Regulatory Affairs (LARA).

Ability to pass a drug test.

Knowledge, Skills & Abilities:

- Ability to lift 25lbs
- Ability to maintain confidentiality
- Ability to enter and retrieve information from computers
- Ability to communicate with older adults and the general public with a high degree of diplomacy in regular and contentious situations
- Ability to travel to various locations within and outside the County
- Ability to make public presentations and present training sessions
- Ability to communicate effectively in writing
- Ability to motivate and coach personnel
- Ability to delegate
- Mathematical ability including statistical reports
- Strong innovation skills which include resourcefulness and creativity
- Commitment to a high standard of ethical behavior
- Ability to be flexible with work schedules and work evenings, weekends and holidays in addition to normal office hours.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

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