

# TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Director, Office for the Aging

**SALARY:** \$81,619 to \$88,650 per year.

**TYPE OF EMPLOYMENT:** Full Time Permanent- non-competitive class appointment

**ISSUE DATE:** 08/02/18

**THE FINAL DATE TO FILE APPLICATIONS:** 09/02/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 09/03/18

**RESIDENCY WAIVED**

**Apply to:** <https://www.tompkinscivilservice.org/civilservice/apply/3741>

### ***The Ideal Candidate:***

The Director of the Office for the Aging will act as a community leader who advocates on behalf of older adults and educates policymakers on issues and legislation affecting elders. The individual will be someone who communicates well both verbally and in writing, and who is also a good listener. The individual must be able to foster and maintain partnerships across agencies and organizations enhancing the Office for the Aging's ability to meet community needs. The ideal candidate be well versed in assessing community need and implementing services to meet the needs identified. will be civic-minded, self-motivated, and able to work in a fast-paced and demanding environment in both producing work and managing staff. As a team-oriented, collaborative leader experienced in promoting a diverse, inclusive, culturally competent, and respectful workplace, the candidate will be committed to innovative problem solving, customer service, and performance excellence.

The Director of the Office for the Aging will have a proven track record of building and maintaining morale through effective teambuilding, advocacy and consistency in approach, with a demonstrated commitment to ongoing staff training and professional development to build skills, achieve performance excellence, and advance desired growth potential. The ideal candidate has successfully led divisions, departments, local government organizations or other complex private/not-for-profit organizations with fairness, patience, humility, and a sense of humor. The person will be able to see beyond immediate pressures and remain focused on important long-term objectives, and will review and improve business and operational processes while embracing change.

### **MINIMUM QUALIFICATIONS:**

(a) A Master's degree from a regionally accredited or New York State registered college or university AND two years full-time paid (or the equivalent part-time and/or volunteer) satisfactory experience in administration and supervision in community organization or a field related to serving older adults; **OR**

(b) A Bachelor's degree from a regionally accredited or New York State registered college or university, AND four years of full-time paid (or the equivalent part-time and/or volunteer) satisfactory experience in administration and supervision in community organization or a field related to serving older adults; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

**SPECIAL REQUIREMENT:** This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen (either natural born or naturalized) and become a resident of Tompkins County within a six month period of time.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is an important professional and administrative position involving responsibility for the planning, development, coordination and direction of services, programs and activities of an Area Agency on Aging. The Tompkins County Office for the Aging assists older adults and persons with long term care needs to live independently in their homes and communities with quality of life and dignity. This is achieved through the planning and coordination of a network of home and community-based services and programs and also in the provision of direct assistance. The programs and activities of the Office include developing plans for services to be performed by other agencies through subcontract, using Federal, State and County funds, and evaluating their performance. The work is performed under the administrative supervision of the County Administrator in conformance with Local, State, and Federal Laws, Rules and Regulations with wide latitude allowed in the administration of the overall scope of services. The incumbent works under the general administrative direction of the County Administrator exercising a high level of autonomy and independent judgment when performing this job function. The incumbent is expected to foster a supportive, collaborative and inclusive work environment utilizing modern management techniques to improve the efficiency and effectiveness of services. Supervision is exercised over the work of professional and administrative employees. This position requires the incumbent to have a high degree of interpersonal skills during facilitated meetings. Internal contacts are across departments within the County and require collaboration on overlapping projects or issues. External contacts are with professional associates throughout the County and involve the administration and delivery of programs and aging services. Contact with clients is necessary to fulfill work objectives but is not the primary function of this position. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Lead community-wide assessment and planning efforts for the older adult (age 60+) population;
- Develop and direct services for Tompkins County older adults, family caregivers, and individuals with long term care needs;
- Coordinate services with other community agencies to maximize effectiveness and reduce duplication of effort;
- Foster relationships with key community partners to stimulate action on behalf of older adults and to promote inter-agency collaboration;
- Represent and assert the interests of elders on local, regional and state boards and committees;
- Prepare and administer complex annual budget composed of Federal, State, County and private grant funding, participant fees and contributions;
- Work with Federal, State and private foundation partners and educational institutions to develop, implement and fund innovative, evidence-based programming older adults;
- Update County Administrator and Health and Human Services Committee of the Legislature regularly regarding budgetary matters, current issues and emerging trends involving older adults;
- Provide leadership and advocacy in behalf of older persons in Tompkins County;
- Convene an Advisory Committee appointed by the Tompkins County Legislature for community input on the needs of older adults;
- Develop and administer a public information plan to inform Tompkins County older adults about programs and services available to assist them;
- Must have knowledge and skills to operate a computer to prepare or supervise the preparation and distribution of reports, press releases and related materials;
- Negotiate and oversee service contracts with multiple agencies and review and evaluate the effectiveness of those contractors in meeting stated deliverables;
- Oversee a system of outcome measurement and client satisfaction to ensure effectiveness of directly-provided and subcontracted programs;
- Provide technical assistance to various community agencies and organizations regarding services and Programs for older adults;
- Recruit and appoint department staff and provide ongoing supervision, development opportunities and regular performance review to maximize effectiveness;
- Oversee administrative functions such as budgeting, finance, personnel and purchasing; Prepare both routine and competitive applications for State, Federal and private grant funding to support aging services;
- Communicate frequently with New York State Office for the Aging personnel in regard to funding, procedures, regulations, reports and legislation affecting programs;
- Establish and maintain a workplace environment that fosters a culture of inclusion;

- Convene regular meetings of Aging Services Network, consisting of local professionals working in aging services, with rotating topics and speakers for the purposes of communication, networking, and training;
- Conduct and attend conferences, workshops and seminars on the topic of aging;
- Review and comment on applications filed by other community agencies for Federal and State grants or applications for aid for programs related to aging services;
- Recruits, selects, and provides direction to the required staff to achieve the aims/goals of the Office of the Aging.
- Conduct and attends conferences, workshops, and seminars concerned with problems of the aging.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the characteristics, needs and interests of older adults, especially as they relate to income, health, housing, recreation, nutrition and transportation;
- Thorough knowledge of administrative principles and practices and of their effective application to public agencies and community groups;
- Thorough knowledge of community agencies, facilities and services which can be utilized to serve older adults;
- Good knowledge of public relations techniques;
- Good knowledge of governmental budgeting procedures; Good working knowledge of State and Federal agencies providing services or grants for services for older persons;
- Good knowledge of, experience with, and commitment to the principles of diversity and inclusion; Ability to plan and supervise the work of others;
- Ability to communicate clearly and effectively both verbally and in writing; Ability to meet the travel requirements of the position;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

##### **Physical:**

The employee's physical effort is minimal. The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. This job involves moderate visual effort. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. This activity requires moderate precision, manual dexterity and/or operating knowledge and skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job.

##### **Environmental:**

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

##### **Psychological:**

The work involves moderate demands from unpredictable fluctuations in work volume, frequent interruptions, regular changes in priority and occasional rush orders and/or conflicting deadlines. There is minimal risk of injury or illness associated with this position.

Originally created March 2, 1979.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILE - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850