

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**DIRECTOR, COUNCIL ON AGING**

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**JOB GRADE: 16**

**JOB CODE: 974**

Department: Council on Aging  
Reports To: Commission Chairman  
Date: August 2015  
FLSA: Exempt  
DOT Ref: 188.117-058

**JOB DESCRIPTION**

Oversee the daily operation of the organization and supervise staff. Coordinate programs and services with the Top of Alabama Regional council of Governments (TARCOG). Disseminate information regarding programs through brochures and speaking to individuals, groups, elected officials, etc. in order to inform seniors and secure assistance from individuals and groups. Identify resources related to the health and welfare of older citizens. Prepare and administer annual budget. Prepare and review reports for TARCOG and the State of Alabama. Work with attorney, law enforcement, and DHR regarding guardianship, elder abuse, and other matters as needed.

**ESSENTIAL JOB FUNCTIONS**

- A. Oversee operation of the Council on Aging, coordinate with other agencies, manage budget, prepare reports, etc.:
1. Assure that TARCOG Contract requirements are met.
  2. Schedule and oversee Foundation on Aging Board meetings.
  3. Prepare and manage budget of approximately \$300,000.
  4. Coordinate programs, activities, and meeting needs with other non-profits, such as CASA, Community Action, RSVP, etc.
  5. Prepare and submit monthly reports to TARCOG.
  6. Review program reports prior to submission to state and TARCOG.
  7. Prepare grants for funding programs and equipment purchases.
  8. Supervise employees and evaluate performance.
  9. Interview applications for employment and make hiring decisions.
  10. Plan for future of the agency by keeping up with trends and developments in the field.
  11. Prepare annual application to United Way and quarterly reports to United Way once funds are provided.
  12. Prepare Emergency Food and Shelter Grant reporting twice a year.
- B. Resolve problems/complaints, write and implement grants, work with others regarding elder abuse and guardianships, oversee vehicle maintenance:
1. Resolve complaints not resolved at a lower level.
  2. Implement grants received during the year from TARCOG and other sources, and insure that provisions of grant are met.

**ESSENTIAL JOB FUNCTIONS (Continued)**

3. Work with DHR regarding elder abuse.
  4. Work with attorney regarding guardians and conservators.
  5. Oversee vehicle repair and maintenance.
  6. Establish and maintain records, as required.
  7. Prepare reports and narratives as required.
- C. Maintain presence in community by being active in related agencies, making presentations, etc.:
1. Serve on boards and attend meetings of community organizations.
  2. Make speeches and participate in activities which would result in positive image of the Council on Aging.
  3. Obtain support of groups by making presentations to groups.
  4. Work with Foundations on Aging Board.
  5. Meet with elected officials as needed to promote funding and legislation that would benefit agency.
  6. Promote information dissemination through radio announcements, newspapers, and newsletters.
- D. Assist with and monitor program operations:
1. Assist seniors with insurance issues, such as open enrollment.
  2. Assist with Meals on Wheels, as needed.
  3. Visit senior centers and answer questions from participants about Medicare, drug coverage, advantage plans, and time to sign-up.
  4. Assist with United Way.
  5. Organize special events.
  6. Assist county retirees with insurance.
  7. Meet with elected officials to report Agency's support to local seniors and local economy.
  8. Fill in for part-time personnel as needed.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of TARCOG and Marshall County budget, contract and reporting requirements.
- Knowledge of the principles of management and supervision.
- Knowledge of grant writing.
- Knowledge of problems related to aging.
- Knowledge of federal state and county rules regulations, policies and laws related to older persons.
- Knowledge of modern office practices, procedures, systems and equipment including computers and software.
- Knowledge of appropriate funding sources for various needs.
- Ability to read and comprehend a variety of materials, including laws and regulations.
- Ability to prepare and monitor budgets.
- Ability to prepare reports on behalf of department.
- Ability to communicate orally and in writing.
- Ability to prepare grant applications.
- Ability to supervise staff.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in business, public relations, counseling, psychology, sociology, or closely related field plus five (5) years of experience in a community agency responding to the problems of aging persons, including three (3) years of supervisory experience, or an equivalent combination of education and experience.
- Experience or training in elder abuse, Medicaid waiver program, physical and mental changes related to growing older, preferred.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**