

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID ODA/AGE934000
DIVISION OR INSTITUTION Elder Connections	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin

<b>POSITION NUMBER</b> 20017582	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Human Services Program Administrator 4		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20019674 – Assistant Director 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Executive	Bargaining Unit 22E  Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Plans, develops, evaluates and manages multiple Ohio Department of Aging (ODA) statewide programs and implements development activities of same programs through Area Agencies on Aging (AAAs). Directs & coordinates statewide implementation of Older Americans Act (OAA) & related state-funded programs (e.g., Senior Community Services Block Grant, Alzheimer's Respite); interprets OAA & State requirements for ODA & Area Agencies on Aging; formulates & directs ODA policy for OAA & related State funded programs; reviews AAA waiver requests utilizing ODA policies & rules; provides technical assistance & training to AAA staff related to programmatic requirements of OAA & State funded programs; directs & coordinates service (e.g., information & referral, health & wellness) & program (e.g., caregiver, nutrition, care coordination) specialties related to OAA and State funded programs; directs, reviews & coordinates Notices of Grant Awards; supervises, directs, coordinates & ensures ODA & AAA compliance with OAA & related state funded programs through on-site & desk review monitoring, & review of programmatic data submitted by AAAs; contributes to, plans and achieves applicable goals contained in Ohio's State Plan on Aging.	<b>Knowledge of:</b> (1) budgeting; (2) inventory control; (3) workforce planning; (4) employee training & development; (5) supervision; (6) human relations; (7) agency policies & procedures (e.g., ODA/AAA Policy & Procedure Manual)*; (8) government structure & process (Older Americans Act, Civil Rights Act, Titles VI & VII, Americans with Disabilities Act, Federal Executive Order 11246, Federal Register, & Ohio Administrative Code)*; (9) social sciences (social services or business). <b>Skill in:</b> (10) word processing (e.g., MS Office); (11) equipment operation (e.g., standard office equipment). <b>Ability to:</b> (12) define problems, collect data, establish facts & draw valid conclusions; (13) deal with any variables & determine specific action; (14) understand manuals & verbal technical materials, recognize errors & make corrections; (15) use proper research methods in gathering data; (16) develop complex reports & position papers; (17) gather, collate & classify information about data, people, or things; (18) resolve complaints from angry citizens & government officials.  <b>Knowledge of:</b> 1; 2; 3; 4; 5; 6; 7*; 8*; 9. <b>Skill in:</b> 10; 11. <b>Ability to:</b> 12; 13; 14; 15; 16; 17; 18.  <b>Knowledge of:</b> 1; 2; 3; 4; 5; 6; 7*; 8*; 9. <b>Skill in:</b> 10; 11. <b>Ability to:</b> 12; 13; 14; 15; 16; 17; 18.
20	Directs the statewide development, coordination and review of the AAAs' four-year strategic plans to align with Older Americans Act (OAA) requirements, the State Plan on Aging's strategies and ODA's priorities; ensures template content compliance with OAA, ODA laws, rules, policies & procedures; develops, implements & manages compliance of timeline for AAA strategic plan submissions; oversees internal review of submissions by division staff; reviews and approves AAA strategic plan budget submissions; issues determinations of final approval.	
20	Analyzes & interprets federal & state regulations & laws; supervises subordinate staff involved in program development and implementation, as well as development of long & short-term goals & objectives for OAA programs; evaluates aging network capacity to meet demands of existing ODA programs and new initiatives; researches trends occurring in elder care programming in other states; analyzes results, evaluates overall program effectiveness & consumer satisfaction; evaluates overall program, develops & administers OAA budget for fiscal compliance.	
10	Represents ODA at meetings & conferences related to OAA & state-funded programs; acts as liaison between ODA & AAAs' staffs; develops & delivers presentations on OAA & related programs responds to research requests & constituent & legislative inquiries; develops policies, procedures, & division & program objectives on behalf of agency; performs other related duties as assigned [e.g., provides high quality customer service (i.e., as per ODA policy B-830, division-specific customer service procedures, etc.) to internal & external customers].	

<b>JOB CODE</b> 65248	List Position Numbers & Job Titles of Positions Directly Supervised: Program Admin 2 – 20073287, 20019733 Human Svcs Prgm Admin 3 –20017589 Human Svcs Prgm Admin 2 – 20017588, 20019735 Human Svcs Prgm Cons – 20017591 Data Administrator Manager 1 – 20017592 Health Plan Admin 2 - 20019752	SIGNATURE OF AGENCY REPRESENTATIVE	DATE