

LACKAWANNA COUNTY
AREA AGENCY ON AGING – DIRECTOR

Lackawanna County is seeking a Director in the Area Agency on Aging. This management position reports directly to the Director of Human Services and is responsible for the administration and supervision of a comprehensive system of social services for the aging within the county. Hours are Monday through Friday 8:30 am to 4:40 pm and, in the event of an emergency, some after hours may be required.

KEY RESPONSIBILITIES

- Development and direction of a comprehensive social service system based on the needs and resources for effectiveness and compliance with federal, state and local regulations and policies.
- Development and administration an annual budget and oversees agency expenditures, including contracts.
- Establishment of a network of multi-service programs to promote the social, mental and physical well-being of the aging.
- Development of grant applications for federal/state funds and/or local financial resources to improve existing services or initiate new services.
- Acts as an advocate in the interest of the aging in Lackawanna County, to the Commissioners, Advisory Committee and the public.
- Supervision of all staff including professional, technical and clerical.

KEY SKILLS AND ABILITIES

- Knowledge of the principles and practices of social service programs and the principles of public administration.
- Working knowledge of basic fiscal and programmatic principles and practices.
- Strong organizational skills and an ability to plan, organize and direct the work of others.
- Capability to gather and analyze information and needs when determining program priorities.
- Aptitude in judgment when applying/interpreting departmental policies and procedures.
- Competence to establish and maintain effective working relationships with associates, public officials, administrators and the public.
- Proven written and oral skills.

MINIMUM EXPERIENCE AND TRAINING

- Two years of experience as a Deputy Administrator at an equivalent level
or
- Eight years of progressively responsible professional experience in the field of Social Services, which includes three years of supervisory experience and three years of budget and general management experience; and a bachelor's degree which includes or is supplemented by 12 semester hours credit in sociology, social welfare, psychology, gerontology, or other related social science; or any equivalent combination of experience and training which includes 12 semester hours credit sociology, social welfare, psychology, gerontology or other related social science. A master's degree in Social Work or the Social Sciences (social welfare, psychology, gerontology) may be substituted for one year general experience.

Please submit your letter of interest, resume, application and salary requirements no later than December 22, 2010 to:

Human Resources, Attn: HR Analyst
Lackawanna County Administration Building
200 Adams Ave 6th Floor
Scranton PA 18503
petersens@lackawannacounty.org

EOE