**JOB OPENING**

**Director, Area Agency on Aging Division**

ASCOG is accepting resumes for an Area Agency on Aging (AAA) Division Director.

Under the general supervision of the executive director, the director plans, coordinates, administers and evaluates activities involving the development and implementation of comprehensive area planning for all older persons throughout the ASCOG area.

Duties and Responsibilities

1. Provide leadership and advocacy on behalf of all older persons within the planning and service area for which ASCOG is responsible.

2. Supervise, coordinate, evaluate and monitor all other ASCOG administered aging programs, staff and activities to include managed care services.

3. Assume full responsibility for all functions of the ASCOG-administered aging programs within the guidelines and regulations of the Older Americans Act and other federal and state agencies.

4. Establish measurable program objectives and priorities for implementation of the Area Plan, in keeping with the objectives established by the state agency.

5. Establish and maintain an Area Agency on Aging (AAA) Advisory Council. Provides data and pertinent information on the elderly in the planning and service area.

6. Coordinate the activities of the AAA, to include managed care services, with other agencies involved in delivery of services for the elderly and pool available but untapped resources of public and private agencies in order to strengthen or initiate new services for older persons.

7. Maintain liaison with the Special Unit on Aging of the Oklahoma Department of Human Services and other applicable state and federal agencies.

8. Serve as a consultant to community organizations and agencies on program development, techniques of working with older people, sources of program support and the solution of special problems.

9. Promote good public relations through public speaking and through effective relationships with mass media personnel.

10. Perform or supervise administrative functions necessary for the AAA's operation, such as record keeping and budgeting.

11. Conduct periodic public hearings concerning the needs of the elderly.

12. Provide training and technical assistance to Title III project staff under the Area Plan on a regular basis.

13. Negotiate grants and contracts for various programs for the elderly.

14. Perform other duties as assigned.

Education and Experience

A degree from an accredited college or university with major course work in any of the following fields: public administration, planning, community organization, social work, social sciences, adult education, public health, human relations, gerontology, or related field.

OR

One (1) year of qualifying experience may be substituted for each year of required education with a maximum substitution of two (2) years.

Submit resume to Executive Director, Perry Brinegar, at [brin\_admin@ascog.org](mailto:brin_admin@ascog.org).

Position opened until filled.