

JOB TITLE: Executive Director

SUPERVISOR: RSAA Board of Directors

GENERAL STATEMENT OF DUTIES:

The mission of the Randolph Senior Adults Association is to empower adults aged 50 and over in Randolph County toward a life of personal independence, healthy aging, social connection, and life-long learning. The role of the Executive Director is to provide strategic initiatives and leadership to attain the RSAA mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

1. Provides leadership with the Senior Staff in developing a comprehensive, coordinated program and services for Randolph County's senior adults.
2. Ensures the planning, direction, and supervision of a comprehensive senior adults service plan, including projects such as transportation, access to services, nutrition, and other projects in the County that provide services to older adults.
3. Provides necessary research and grant writing for areas that aid in funding for RSAA.
4. Works closely with administrative personnel in other human service agencies to exchange information and ensure efficient and comprehensive service.
5. Reports to the Randolph Senior Adults Association Board of Directors on services, programs, and budget matters.
6. Reports periodically to the County Manager and chairs the Randolph County's Aging Services Planning Committee.
7. Reviews and analyzes regional, state, and federal guidelines and regulations regarding programs and services for the aging; writes and administers or coordinates grants; prepares budgets and supervises expenditures and revenues.
8. Plans and coordinates programs and services for client population; coordinates standards and procedures for agency implementation of requisitions connected to programs; performs year-end review and closure of activities and associated reports.
9. Coordinates older adult program services with other local, regional, state, and federal agencies through periodic conferences with administrators and service providers; promotes programs through informal meetings and presentations before various civic groups and service agencies.
10. Prepares periodic program evaluations, job descriptions, and financial reports for review by the Board of Directors, County Manager, County Commissioners, Aging Services Planning Committee, and regional, state, and federal agencies.
11. Networks with agencies to address provider needs; expands existing programs and pilot programs with other agencies.
12. Represents RSAA on various boards and committees to encourage coordination and cooperation of services to older adults.
13. Interviews and hires Senior staff members.
14. Ensures the completion of performance evaluations.
15. Serves as County Aging Services Coordinator and Chairperson of the Randolph County Aging Services Planning Committee upon recommendation by the Randolph County Board of Commissioners; institutes an aging planning process; establishes a county system for seeking and distributing funds and grants.

16. Oversees the Regional Coordinated Area Transportation Program (RCATS).

QUALIFICATIONS:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION/EXPERIENCE:

- Bachelor's Degree in social work, gerontology, human services, psychology, or a related field and considerable experience in administration and a minimum of five years of supervisory work, preferably in a human services agency **or**;
- Master's Degree in the above fields with a minimum of two years' experience in the areas above or an equivalent combination of experience and training.
- Demonstrated knowledge of gerontology and the socioeconomic needs of the aging population.
- Knowledge of available public and private resources and services for the aging.
- Demonstrated grant writing and research skills.
- Considerable knowledge of state and federal guidelines governing services for the aging.
- Knowledge of budgeting concepts and grant writing.
- General knowledge of the principles and practices of public administration and personnel management.
- Skilled in promoting the integration of services for the aging among a variety of service agencies desirable.
- Valid Driver's License.

LEADERSHIP ABILITY:

- Ability and willingness to lead, take charge, make decisions, and make effective staff direction.
- Ability to collaborate and model effective teamwork.
- Ability to take on responsibilities and challenges.
- Ability to be sensitive to others' needs and feelings and be understanding and helpful on the job.
- Ability to carry out strategic initiatives.

LANGUAGE ABILITY:

- Effective verbal and written communication.
- Comfortable in making presentations to outside entities.
- Ability to read and interpret documents such as applications, policy, grants, and procedure manuals.
- Ability to write detailed reports and business correspondence.
- Ability to speak effectively with all.
- Ability to provide constructive feedback.

MATH ABILITY:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Prior experience in reviewing financial and budgetary documents.

REASONING ABILITY:

- Ability to solve complex problems and deal with a variety of situations.
- Ability to interpret instructions furnished in written, oral, diagram, or schedule form.

ATTENTION TO DETAIL:

- High attention to detail for accuracy and thoroughness in completing work.

COMPUTER SKILLS:

- Working knowledge of Microsoft Word, Excel, Zoom, and Outlook.

WORK ENVIRONMENT:

The work environment characteristics described represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions.

- The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Specific vision abilities required by this job include close vision.
- Regularly required to sit; use hands and talk or hear.
- Occasionally lift and/or move up to 40 pounds.
- Occasionally required to climb stairs.
- Occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl.
- Occasional travel and overnight.