



## **JOB DESCRIPTION**

### **DIRECTOR - AREA AGENCY ON AGING**

The Southern Oklahoma Development Association (SODA) seeks a highly motivated, self-starting professional to fill the key position of **Area Agency on Aging Director**. This position would begin as soon as a qualified candidate is identified. The SODA Area Agency on Aging Services is the focal point for a comprehensive system of programs and services for older adults in the ten-county SODA service area in south central Oklahoma.

#### **POSITION DESCRIPTION**

The Director exercises discretion and independent judgment in directing the operations of the SODA Area Agency on Aging (AAA). The Director provides leadership in planning and organizing the programs and services of the SODA AAA and in evaluating the programs and services provided to older adults in the SODA service area. The Director collaborates with SODA staff, state and federal agencies and officials, AAA clients and the general public to determine the effectiveness of its programs and services. This position is a member of the SODA Executive Team and reports to the SODA Executive Director.

#### **DUTIES AND RESPONSIBILITIES**

The essential duties of this position include but are not limited to the following tasks and activities:

- Develop and administer the Area Plan for AAA in accordance with State and Federal policies and procedures to ensure a comprehensive system of services are provided in the SODA service area to assist older adults in living independently
- Establish and maintain effective working relationships with representatives of local, state and federal agencies, AAA service providers, local businesses, and the general public
- Prepare and submit various grant proposals and required reports for state, federal and local funding.
- Direct AAA staff, including assigning and planning work, ensuring training, evaluating performance and making recommendations on hiring, firing, and disciplining
- Develop, oversee and evaluate the various programs and services within the AAA
- Maintain knowledge of current state and federal laws, rules and regulations governing AAA programs and ensure that programs are in compliance with all applicable laws, regulations, and grant requirements
- Prepare and manage AAA budgets including monitoring and approving expenditures
- Maintain knowledge of programs within the AAA and respond to inquiries and requests for information from SODA members, funding agencies, services providers and vendors, and the general public
- Coordinate AAA program activities with other SODA divisions
- Serve as liaison to various advisory committees, governmental agencies, local officials and community and private sector organizations on aging services and AAA programs
- Schedule, coordinate, and attend various meetings, briefings, seminars, and training sessions as appropriate
- Ensure program records and files are properly maintained and updated
- Execute policies and procedures adopted by the SODA Board of Directors

- Ensure Older Americans Act and the State Unit on Aging policies and procedures are adhered to by AAA staff and service providers
- Conduct needs assessments and public meetings to gather information regarding aging services and gaps in service delivery
- Monitor service providers to ensure compliance with applicable laws, regulations, and policies and procedures related to services to older
- Develop and coordinate an active SODA AAA Advisory Council and provide staff assistance, as needed
- Serve as an advocate on behalf of older adults and aging issues
- Network with local, state, or national aging organizations to enhance program and professional development.
- Ensure that appropriate news releases/articles/public information are released on activities, programs and services within the AAA
- Perform other duties as required or assigned.

### **QUALIFICATIONS AND PREFERENCES**

- Bachelor's degree from an accredited four-year college or university in public or business administration, social science, education or a related field
- Three or more years of relevant work experience in administering programs or services is preferred
- Ability to utilize Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and various social media platforms (Facebook, Twitter, Instagram, LinkedIn).
- Proficiency in verbal and written communication skills and demonstrated ability to work in a team structure with diverse groups of people.
- Driver's license or available alternate means of transportation.

### **SALARY RANGE**

- \$45,000 - \$50,000 starting salary based on education and experience

*To apply, please mail or email a cover letter outlining qualifications and a detailed resume to Brenda McCarty, SODA Human Resources, P.O. Box 709, Durant, OK 74702-0709 or [bmccarty@soda-ok.org](mailto:bmccarty@soda-ok.org).*

**SODA IS AN EQUAL OPPORTUNITY EMPLOYER**