



JOB ANNOUNCEMENT

Director of the Area Agency on Aging

The SODA Area Agency on Aging (AAA) 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. SODA seeks a highly motivated, self-starting professional to fill the key position of **Area Agency on Aging Director**. Applications will be accepted through October 31, 2021. This position will begin as soon as a qualified candidate is identified.

POSITION DESCRIPTION

The Director exercises discretion and independent judgment in directing the operations of the SODA 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. 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:

- Administer the AAA Area Plan in accordance with state and federal policies and procedures to ensure a comprehensive system of services to assist older adults in living independently are provided in the SODA service area
- Maintain knowledge of current state and federal laws, rules and regulations governing AAA programs to ensure that programs are in compliance with all applicable laws, regulations, and grant requirements
- Monitor service providers and subcontractors to ensure compliance with applicable laws, regulations, and policies and procedures related to services to older adults
- 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

QUALIFICATIONS AND PREFERENCES

- Bachelor's degree from an accredited four-year college or university in 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)
- Proficiency in verbal and written communication skills and ability to work in a team structure with diverse groups of people

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