

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Derrick Gatlin
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

COUNCIL ON AGING DIRECTOR

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES
AND RESPONSIBILITIES**

SALARY \$31.11 - \$52.25 PER HOUR

**APPLICATIONS WILL BE ACCEPTED THROUGH
NOVEMBER 9, 2023**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Council on Aging Director
Council on Aging

COA/1
GRADE 21

JOB SUMMARY

This position is responsible for directing the county's senior citizen programs and services.

MAJOR DUTIES

- Develops and manages Council on Aging programs and services; ensures compliance with state and local guidelines, federal regulations, contractual agreements, and grant requirements.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines department personnel.
- Reviews individual program areas to ensure efficiency and effectiveness; reviews monthly report and communicates with area supervisors and staff.
- Approves leave requests; reviews and approves timecards.
- Prepares and executes the annual department budget; monitors and controls expenditures.
- Develops and implements department long- and short-term plans; assesses the needs and interests of clients and prepares for future demographic changes; works to ensure that all areas and populations of Limestone County are served.
- Partners with other agencies to ensure that maximum benefits are available for the aging population.
- Plans and participates in fundraising events; prepares grant applications and manages grant funds.
- Prepares for the purchase, maintenance, repair, and disposal of transportation program vehicles; arranges for the purchase or lease of department facilities as needed.
- Accepts service referrals from other agencies, including hospitals, hospices home and palliative care organizations, etc.; evaluates clients for qualifications.
- Inspects and evaluates senior centers for improvement or maintenance needs.
- Counsels seniors citizens on their Medicare Part D plan.

- Develops and maintains accurate reporting system for all agency programs; prepares and submits grant reports.
- Coordinates and oversees media and community relations functions; prepares and delivers presentations to community groups; administers Council on Aging website and social media accounts.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of senior services principles and practices.
- Knowledge of aging-related issues on the local and state level.
- Knowledge of budget development and management principles.
- Knowledge of grant management principles and practices.
- Knowledge of personnel management principles.
- Knowledge of other area agencies and organizations providing support for senior citizens.
- Skill in the preparation of detailed and accurate financial and statistical reports.
- Skill in planning, organizing, conducting, and evaluating senior programs and activities.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in operating computers and job-related software programs.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chair of the County Commission assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include TARCOG and ALDOT guidelines, ADA regulations, health department guidelines, fire codes, grant requirements, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department

guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, and supervisory duties. The variety of programs and services provided contributes to the complexity of the position.
- The purpose of this position is to direct the county's senior programs and services. Successful performance helps ensure the efficient and effective delivery of services to senior citizens.

CONTACTS

- Contacts are typically with coworkers, other county staff, elected and appointed officials, representatives from other community agencies, social workers, members of the news media, clients, family members, volunteers, and members of the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, at senior centers, in client homes, or in a vehicle. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Council on Aging Director, Nutrition Program Supervisor, Senior Center Manager, Programs Coordinator, Senior RX and SHIP Coordinator, Administrative Secretary, Van Driver, Homemaker, and Senior Center Aide.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.