

FULTON COUNTY OFFICE FOR THE AGING
ANNOUNCES THE FOLLOWING:

DEPUTY DIRECTOR, OFFICE FOR THE AGING

FULTON COUNTY RESIDENCY IS REQUIRED

This is a permanent vacancy in the Fulton County Office for the Aging

2024 Salary: \$61,526

Typical Work Activities:

Assists the Director, OFA in the administration of the department and acts for and in place of them in their absence;

Assists in the development, implementation and promotion of services and programs;

Plans, directs and supervises the work of staff and provides technical assistance when needed;

Evaluates and assesses the needs of the aging and promotes services and resources available to meet those needs;

Provides public education to the community, senior clubs and various other entities;

Attends and participates in a variety of meetings, trainings and conferences;

Supervises the maintenance of records and prepares a variety of reports.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma or a high school individual education plan diploma and EITHER:

(A) Possession of a Master's Degree in social science, behavioral science, public health, public administration, education or a closely related field; or

(B) Possession of a Bachelor's Degree in social science, behavioral science, public health, public administration, education or a closely related field and two years of experience managing human services programs or other similar programs in the field of aging, one year of which must have been in a supervisory capacity; or

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license. This requirement must be met at the time of appointment and continuously thereafter.

A Civil Service Examination will be held for this position at a later date.

**Applications should be filed with the Fulton County Office for the Aging.
They can be found on our website at www.fultoncountyny.gov.**