



CLASS SPECIFICATION

Class Title: Division Deputy Director, Senior Services
Department: Health
FLSA: Exempt

Class Code: 6604
Grade: 27
Eff. Date: 12/23/2022

GENERAL PURPOSE

Under the general guidance and direction of the Deputy Director of Health, Senior Services, performs administrative and managerial duties in planning, developing, organizing, and supervising Senior Services programs and activities in Davis County.

EXAMPLE OF DUTIES

Assists with planning, implementing, coordinating, and evaluating services and programs related to congregate and home delivered meals, in-home and outreach services, senior activity center activities, transportation, healthy aging, and ombudsman services. Develops strategic, long- and short-term policies and plans for the senior services delivery system in Davis County. Oversees coordination efficiency and management of the senior activities centers.

Assists with reviewing and evaluating operations of all division bureaus; makes recommendations and implements changes as directed; assists with analyzing, coordinating, and evaluating use of resources to deliver senior services, education, or policy.

Hires, trains, and supervises employees; identifies and addresses employee performance and/or behavior problems in a timely manner; ensures adequate training of staff; provides technical assistance as necessary; assigns work and schedules and determines staffing needs; evaluates performance in compliance with all County and Department policies, procedures, and practices; assures timely completion of employee performance plans and appraisals; promotes professional development. Assists in the development of an annual plan.

Consults with State and local government officials and other community organizations regarding senior services program policies. Acts as a consultant to local government officials, social work professionals, service providers, contracted industry providers pertaining to senior service programs. Coordinates, develops, implements, and directs training programs for professional staff.

Oversees and monitors State contracts; ensures compliance and contract requirements are met; compiles information and/or data and prepares reports, and ensures reports are submitted in a timely manner; identifies problem areas and consults with the Senior Services Director for solutions.

Assists with the organization and functions of the Davis County Senior Advisory Board. Assists with implementation of the requirements outlined in the Federal Older Americans Act and regulations; monitors, evaluates and comments on policies, hearings, programs, levies and community actions affecting older persons; represents the interests of older persons to public agencies or organizations; addresses and resolves client complaints; carries out activities in support of the state administered long-term care ombudsman program; coordinates planning with other agencies and organization to promote new and expanded benefits and opportunities for older persons; designates and establishes a focal point for comprehensive services delivery in each community; establishes and trains a Senior Advisory Board.

Assists in coordinating the implementation of all senior service contracts and grants as delegated by the

Deputy Director of Health, Senior Services; reviews and ensures all grants and contracts are correct and aligned with Department goals and objectives. Monitor all grants, contract deliverables, and grant expenditures.

Assures access to effective management information systems (MIS) and data collection systems for senior services that will aid in the analysis of demographic, epidemiological, financial, and other utilization information. Appropriately uses information from MIS in program and service planning.

Works with city, county, state officials, and community groups to obtain resources for program operations. Serves on committees at various levels of government; provides input and advice on policies and programs for the elderly; prepares and presents materials on Senior Services programs for various governmental agencies and community groups.

Writes grants and negotiates contracts to provide funding for specific senior service programs; prepares, presents, and administers Division budget. Develops reports and recommendations.

Evaluates and analyzes quantitative and qualitative data. Implements and provides supervision of projects for future research. Assures and develops performance-based program evaluations to achieve continuous improvement in program and services.

Acts in the absence of the Deputy Director of Health, Senior Services.

Responds to public health emergencies as required by the Department or Division Administration.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a bachelor's Degree in gerontology, aging services management, public health, public or business administration or a closely related field, plus six (6) years of full-time experience in the aging or health services field, OR five (5) years of full-time experience in the aging or health services field plus one (1) year of supervisory experience. A Master's Degree from an accredited college or university in a directly related field may be substituted for one (1) year of experience. An acceptable combination of education and experience may be considered. Preference for supervisory experience.

2. Special Qualifications:

Must pass a criminal history background investigation.

Employees driving a personal or a county vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Drive License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: social marketing principles, related federal and state laws, regulations, and guidelines; funding sources; principles; practices; and issues of gerontology; resources available to senior citizens; application of principles and practices of effective management and supervisory theory; group dynamics; quality assurance; budgeting practices and theory; County and Department policies, procedures, and practices; community resources, allied groups, and agencies relating to human services.

Skill in: grant writing, operating all applicable computer hardware and software program/applications; operating standard office equipment including multi-line telephone, multi-function copier, and fax machine.

Ability to: exercise sound independent judgment and discretion, set measurable public health performance goals, set and apply strategic planning principles, financial management, organize, plan and set priorities, prepare and present statistical and narrative reports, present written and verbal reports, investigate, analyze and solve programs, operator within approved budget levels, make decisions and perform efficiently under pressure/deadlines; coordinate work and services with multiple organizations; compose professional correspondence, reports, contracts, and other documents; communicate effectively; follow written and verbal instructions; establish and maintain effective working relationships with supervisors, employees, local, state, and federal officials, other allied agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***