

SENIOR CITIZENS ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers a territory-wide program for senior citizen under the purview of the Department of Public Health and Social Services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Administers a territory-wide program for senior citizens such as medical, health, social and housing services in accordance with the provisions of the Older Americans Act and applicable federal and local laws.

Receives and administers the federal funds for the Division of Senior Citizens' programs and activities; responsible for the review and accounting of grants and disbursements and submission of a biannual State Plan in accordance with federal requirements and guidelines.

Develops and recommends the establishment of new services and/or the coordination of existing services to enhance the development of the senior citizens.

Establishes guidelines, policies and procedures; establishes program goals, priorities and control and evaluates progress and results; prepares long range planning as it relates to program needs and justification.

Provides assistance, advice and recommendations to the Guam Council of Senior Citizens; provides information and consultation services to the public and non-profit organizations engaged in matters relating to the problems and welfare of senior citizens.

Evaluates staff performance; directs staff development and training programs.

Supervises the collection and maintenance of data relative to the needs of the senior citizens.

Encourages senior citizens to make use of existing services and programs.

Maintains liaison with the United States Administration on Aging.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of social, emotional and health needs of senior citizens and the techniques for involving senior citizens in gainful activities.

Knowledge of federal and local programs, laws, rules and regulations pertaining to senior citizens.

Knowledge of the principles and practices of public administration.

Ability to administer a comprehensive senior citizens program.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and implement changes in organization, policies and procedures to improve effectiveness.

Ability to interpret and apply pertinent laws, regulations and related program guidelines.

Ability to prepare and administer federal program budget.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Six years of experience involving the development, coordination or implementation of senior citizens programs and projects and/or other federal programs and projects, including two years in a supervisory capacity and graduation from a recognized college or university with a Master's degree in social work, gerontology, public administration, or related field; or

(b) Seven years of experience involving the development, coordination or implementation of senior citizens programs and projects and/or other federal programs and projects, including two years in a supervisory capacity and graduation from a recognized college or university with a Bachelor's degree in social work, gerontology, public administration, or closely related field; or

(c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission