



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: ASSISTANT DIRECTOR DATE OPENED: 5/14/2018

DEPARTMENT: AGENCY ON AGING CLOSING DATE: 6/1/2018

If you have any questions about this position vacancy, call: (406) 758 - 2481.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME

SEASONAL

STARTING WAGE: \$ 22.39 per Hour

SALARY AT:

1 YEAR STEP: \$ 23.29 per Hour

2 YEAR STEP: \$ 24.22 per Hour

3 YEAR STEP: \$ 24.70 per Hour

TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional Information:

**SEE ATTACHED FOR JOB DESCRIPTION**

**APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:**

**[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)**

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b> Assistant Director	<b>Job Code:</b> 01260
<b>Department:</b> Agency on Aging	<b>Pay Grade:</b> Stnd 32
<b>Reports to:</b> Director	<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

**Department Overview:** The Flathead County/Area IX Agency on Aging (AOA) assists people age 60 and older and adults with disabilities to lead independent, meaningful and dignified lives, by providing information, offering direct services, contracting for services and connecting individuals and their families or caregivers with a wide range of public benefits and local services. AOA is an Aging and Disability Resource Center and is the state-designated provider for Flathead County of federal Older Americans Act services, such as Congregate Meals/Meals on Wheels, Information/Referral and Outreach, and Home and Community-based Assistance. Other services include Medicare and benefits counseling, fraud/abuse education, legal assistance, mobile home repair, veterans' services and support for area Senior Centers. AOA also administers Eagle Transit, which provides all local public transportation, including para-transit services (Dial-A-Ride), and seasonal shuttle service within Glacier National Park.

**Job Summary:** This position performs management, administrative, financial and supervisory work at the Agency on Aging. The employee exercises considerable independent judgment and discretion in performing tasks. The employee reports to the agency Director.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assists the Director to plan, organize, develop and oversee implementation of agency services and programs; supports the development of agency goals, objectives and outcome measures and assists in data analysis, program evaluation and performance management.
- Assists the Director in the development, implementation and monitoring of departmental and programmatic policies, procedures and practices to ensure quality service delivery and compliance with federal, state and local regulations.
- Informs the Director of trends, best practices, issues, concerns, regulatory changes, technology and other relevant factors to facilitate the agency's decision-making process; creates operational reports and provides analysis and recommendations as appropriate.
- Assists with public education and outreach related to aging issues and services.
- Researches and writes grants to secure funding for current programs and new initiatives; assists in grant management.

- Supports the Director with advisory board activities and relations; attends and participates in meetings; prepares and disseminates meeting agendas, materials and minutes.
- Represents the agency on local boards, coalitions and workgroups as assigned by the Director.
- Supervises Office Assistant and aging services Program Managers; interviews, selects, hires, trains; evaluates, and terminates subordinates; determines and administers employee disciplinary action, within the Flathead County Policy guidelines; assists Program Managers to fulfill supervisory responsibilities; works with Program Managers to develop annual training plan for staff.
- Prepares and/or oversees preparation of employee-related documentation required by the Human Resources Department; ensures new employees complete county and agency orientations.
- Reviews, understands and ensures compliance with bylaws, contracts, grants and other legal documents that define the agency.
- Prepares and administers annual department budget by forecasting future revenues and expenditures for review and oversight by Director; monitors and analyzes budget and prepares/presents reports to Director.
- Develops, implements and oversees procedures to ensure appropriate use, disposition and accounting of funds according to government, contract, grant, donor and/or other requirements; works closely with County Finance Department.
- Reconciles total cash, disbursements and receipts monthly; reconciles bank accounts; establishes and maintains financial and accounting record systems.
- Prepares monthly, quarterly, annual and other reports as required by county, department, Federal/State agencies, contractors/grantors, donors, etc.
- Reviews and authorizes department payrolls.
- Prepares and oversees subcontracts and generates required reports for Director review and approval.
- Prepares and/or oversees preparation of bid specifications; oversees the purchasing of office supplies, materials, and equipment; authorizes major repairs of office equipment.
- Coordinates agency Continuity of Operations Plan (COOP) and safety programs; addresses any safety or environmental concerns in a prompt manner; identifies and corrects hazardous conditions which may lead to human injury and/or property damage; participates in investigation of incidents within the department, ensures safety inspections and training are conducted monthly; works with Risk Management and Safety Committees and the Office of Emergency Services.
- Performs the duties of the Director as assigned or delegated.
- Performs other duties as assigned.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Works primarily in an office environment but operates a vehicle locally and statewide to participate in meetings or events; may occasionally travel out-of-area or out-of-state to attend meetings or conferences.
- Works primarily during normal business hours with occasional evening and weekend commitments.
- Constantly required to use hands to handle or feel objects and to keyboard.
- Frequently required to sit, talk, write, listen, read, use a computer and talk on the phone.
- Subject to frequent interruptions.

- May infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The noise level of the office is usually moderate.

**Supervision Exercised:**

This position supervises the Office Assistant and aging services Program Managers.

**Knowledge, Skills, and Abilities:**

This job requires knowledge of:

- Issues, policies, rules/regulations, programs, services and best practices related to serving older adults and people with disabilities and their families/caregivers.
- Program and policy development, implementation and evaluation.
- Public sector financial management, budgeting and reporting.
- Accounting or financial management terminology and procedures used in processing accounting and budget records on a computerized system.
- Contract and grant development, monitoring and reporting.
- Policies and practices of personnel administration and supervision.
- Standard office software and their functions.

The job requires skill in:

- General organizational and management skills.
- Strong verbal and written communication skills.
- Grant writing and management.
- Strong math and accounting skills.
- Use of 10-key calculators.
- Use of Microsoft Office Suite products, specifically Word, Excel and PowerPoint.

This job requires the ability to:

- Think proactively using the agency's vision and mission as a guide; seek opportunities to improve agency performance.
- Meet challenges with resourcefulness, critical thinking/problem-solving and creativity.
- Handle a wide variety and high volume of complex tasks concurrently while under the pressure of deadlines.
- Be detail-oriented, thorough and accurate in task completion.
- Analyze financial data and project/track revenues and expenses; prepare and present clear and comprehensive financial, operational and statistical reports.
- Develop or revise department policies and procedures, and train and supervise others in the implementation.
- Compose, edit, proofread and present/distribute correspondence, reports, grants and other written materials.
- Professionally and knowledgeably represent the agency on various workgroups and coalitions.

- Engage in public speaking, education/outreach and training.
- Effectively plan, schedule, assign, direct, coordinate, coach and evaluate the work of subordinates.
- Promptly respond to and address confidential, difficult or emotional complaints from the public.
- Establish and maintain effective working relationships with subordinates, other County employees, advisory board members, representatives of public and private agencies, and the public.

**Education and Experience:**

The job requires five years of progressively responsible experience in social service administration and financial and personnel management, including supervisory experience; or substituting related coursework or training for up to one year of the experience; or any equivalent combination of experience and training which indicates possession of the knowledge, skills, and abilities listed.

Action	Date	Reference
Adopted	5/8/2018	Commissioners' Minutes