

Alamo Aging Director
(AACOG)

Duties include providing direction and supervision to aging services staff; preparing plans for provision of services to the elderly within the 11-county area which consists of Atascosa, Bandera, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina and Wilson; preparing and managing grants and contracts; providing technical assistance to rural agencies providing services to the elderly; implementing a comprehensive plan for services to senior citizens; preparing and managing grants and contracts; and providing technical assistance to member governments and private organizations. Requires ability to establish and maintain effective working relationships with officials in local, state, federal government, and in the private sector; extensive knowledge of the aging process, and of aging programs, services including nutrition services; knowledge of an ability to interpret and communicate to others rules, regulations, and guidelines prepared by state and federal agencies; knowledge of and skill in budgeting; ability to prepare proposals and administer grants and contracts; ability to communicate effectively both orally and in writing; knowledge of planning techniques; and ability to work independently and creatively. Prefer a master's degree in social sciences, public administration, business administration, or a related field plus at least three years progressively responsible experience, two of which involve working with aging programs. Reliable transportation required due to travel involved. Non-smoker. Salary \$2,329.60 bi-weekly. This position is open until filled. Only electronic online applications will be accepted.

Apply online at www.aacog.com/employment

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