



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Employment Opportunity

JOB TITLE Area Agency on Aging Director

SALARY RANGE \$75,000 to \$90,000

JOB DESCRIPTION

This is an exempt position located in the Santa Fe office. This position is responsible for developing and implementing a comprehensive and coordinated service delivery system for older persons living in the Non-Metro Area Agency on Aging's Planning and Service Areas.

DUTIES & RESPONSIBILITIES

| Duty | Percent of total |
|--|------------------|
| Non-Metro Area Agency on Aging Program Development | 40% |
| Advocacy and Legislative/Policy Responsibilities | 40% |
| Non-Metro Area Agency on Aging Program Management | 20% |

This position involves supervision of multiple staff in a few office locations, occasional travel, extensive financial expertise, and independent judgement. Duties include the technical and supervisory activities required in planning, developing, and implementing a comprehensive and coordinated service delivery system which addresses the needs of the elderly through contractual relationships with public and private service providers throughout New Mexico.

EXAMPLES OF WORK PERFORMED

Program Development

- Guides the preparation and implementation of the area plan that addresses priority issues of the elderly within the planning and service areas. Through this plan, provides for the continuation and improvement of a comprehensive and coordinated system of social and nutritional services.
- Oversees the research and collection of data on the needs of the aging and evaluates such data to identify priority concerns or problem areas in health, education, welfare, recreation, counseling, home services, transportation, housing, legal services, ombudsman services, nutrition, and independent living.
- Stays current on all laws, regulations, assistance programs and financing methods in a variety of subject areas through studying updated procedures and guidelines and attending current workshops and seminars.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD.

Advocacy and Legislation

- Identifies needs that should drive policy and advocates for better policy.
- Confers with and advises elected officials and organized groups on plans and programs affecting the elderly. Provides current information to the Executive Director as necessary.

- Serves as an advocate for the elderly within the region by monitoring, evaluating, and commenting upon all policies, programs, hearings, and community actions which will affect the elderly.
- Works with the Advisory Council to assist members in understanding their roles, ensures Advisory Council members are utilized to provide Older Americans Act Compliance.
- Develops partnerships in the community and with governmental bodies and organizations to:
 1. Identify the needs that should drive policy
 2. Advocate for and implement improved needs driven by policy
- Trains staff and maintains and updates the Handbook in Advocacy including:
 1. Mock Exercises
 2. How to Testify
 3. Effective Alliances

Program Management

- Develops procedures and guidelines for use by service providers in applying for Older Americans Act funds. Provides ongoing review of annual evaluations of all services receiving funds from the Older Americans Act and State of New Mexico Appropriations.
- Budget
 1. Oversees the preparation and monitors the Non-Metro Area Agency on Aging budget
 2. Oversees Non-Metro Area Agency on Aging administrative budget
 3. Oversees quarterly compliance and financial reviews in relation to all contractual responsibilities
 4. Approves funding allocations for vendors and providers
 5. Oversees and monitors the preparation of Non-Metro Area Agency on Aging documentation for external audits
- Monitors and approves all subcontractor financial reports and requests for cash on a monthly basis.

QUALIFICATIONS AND SKILLS REQUIRED

- Bachelor's degree in Public Administration, Social Services or equivalent field of study and a minimum of 10 years of experience in Aging services, or comparable combination of education and experience
- Experience with New Mexico state government and local governments is essential, including RFPs
- Knowledge of federal, state, and local regulations and policies
- Extensive knowledge of program planning concepts, principles, and practices
- Extensive experience with budgeting principles and practices
- Ability to design corrective action for solutions to problems and/or advance the effectiveness of programs
- Ability to conduct analysis and evaluation of programs to measure effectiveness, attainment of goals and to identify problem areas
- Valid New Mexico's Driver License
- Approved background check and drug screening
- Advanced office and computer skills including Microsoft Office, particularly Excel, Word and Outlook
- Knowledge of problem-solving techniques
- Ability to negotiate and achieve a satisfactory solution and agreement on critical policies, issues, and problems
- Good oral and written communication skills
- Ability to work and perform in conflict/crisis environments
- Sound judgement and ability to make good decisions

- Ability to assess and prioritize multiple tasks, projects, and demands

SUPERVISORY RESPONSIBILITIES

This position is responsible for supervising all Non-Metro Area Agency on Aging staff duties.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

Training in the Older Americans Act and Local Public Body financial management is required for this position. Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

DECISION-MAKING

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Reports to the Executive Director and interacts with NCNMEDD employees and contractors, New Mexico state agencies and staff, federal agencies and staff, state and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform with a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

Salary commensurate with qualifications and experience. Quality benefits package includes medical, dental, vision, paid time off and PERA retirement.

Candidate selected for full-time employment must successfully complete all pre-employment requirements prior to commencing employment.

Complete NCNMEDD Employment Application online on NCNMEDD website www.ncnmedd.com

Application Deadline: Until Filled

Questions: Please contact Monica Abeita, NCNMEDD Executive Director at 505-356-9588 or monicaa@ncnmedd.com.