

## Job Posting

**JOB TITLE** Director, Non-Metro Area Agency on Aging (NMAAA)

**SALARY & QUALIFICATIONS**

Salary Range	Required Qualifications
\$85,000 - \$115,000	15 years direct experience and Bachelor's degree* in a related field
<i>*A degree is required for this position; experience cannot be substituted for a degree.</i>	

**CLASSIFICATION** Salary, Exempt

**LOCATION** Santa Fe

### SUMMARY

Under the auspices of the federal Older Americans Act, this position is responsible for developing and implementing a comprehensive and coordinated service delivery system for older adults living in the NMAAA's three Planning and Service Areas, representing 32 of New Mexico's 33 counties.

Duties	Percent of total
Management of Service Providers and Services	35%
NMAAA Operations and Management	35%
Program Development	15%
Advocacy and Policy	15%

### EXAMPLES OF WORK PERFORMED

#### Management of Service Providers and Services

- Responsible for all service providers within NMAAA.
- Develops, updates, and enforces NMAAA policies and procedures for service providers.
- Develops and implements procedures and guidelines for service providers to apply for Title III funding under the Older Americans Act.
- Provides oversight of annual assessments of all service providers and services receiving funding from the Older Americans Act and State of New Mexico appropriations.
- Issues probationary notices, performance plans, and contract termination notices to service providers as needed.
- Approves funding allocations for service providers.
- Approves and monitors service provider budgets.
- Oversees quarterly compliance and financial reviews in relation to all service provider contractual responsibilities.
- Ensures training and technical assistance for all service providers.
- Monitors and approves subcontractor financial reports and invoices on a monthly basis.

### **NMAAA Operations and Management**

- Responsible for NMAAA staff and operations.
- Point of contact for all communications, decisions, and negotiations with the State Unit on Aging.
- Authorized representative for all contracts with the State Unit on Aging and other funders.
- Responsible for hiring decisions of NMAAA managers; monitors and contributes to employee hiring decisions for other NMAAA employees.
- Recommends employee disciplinary action and termination to Human Resources for NMAAA employees as needed.
- Develops and oversees the NMAAA administrative budget.
- Ensures training and technical assistance for NMAAA employees.
- Ensures preparation of NMAAA documentation for external audits.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing professional 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.

### **Program Development**

- Oversees development, implementation, and tracking of the NMAAA Area Plan, which addresses priority issues of older adults within the Planning and Service Areas and 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 gaps and opportunities 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, financing methods, and best practices for community-based service delivery to older adults.

### **Advocacy and Policy**

- 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 older adults.
- Provides current information to the Executive Director, Legislators, elected officials, and community leaders, as necessary.
- Serves as an advocate by monitoring, evaluating, and commenting upon policies and programs with the potential to affect older adults.
- Oversees the NMAAA Advisory Council, including membership, quarterly meetings and training.
- Develops partnerships in the community and with governmental bodies and organizations.
- Helps advocate for increased funding for the New Mexico Aging Network.

## **SKILLS REQUIRED**

- Experience with New Mexico state government and local governments is essential, including Requests for Proposals
- Experience and/or familiarity with the New Mexico Aging Network, the Older Americans Act, and services for older adults highly encouraged
- 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
- Knowledge of problem-solving techniques
- Ability to negotiate and achieve a satisfactory solution and agreement on critical policies, issues, and problems
- Strong verbal 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
- Advanced office and computer skills including Microsoft Office, particularly Excel, Word, and Outlook, as well as use of databases
- Valid New Mexico's Driver License

## **SUPERVISORY RESPONSIBILITIES**

This position is responsible for supervising the NMAAA Assistant Director, managers, and other staff.

## **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, HIPPA, and governmental 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 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 will vary based on education and experience.
- NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement.
- Quality benefits package includes medical, dental, retirement and paid time off.
- Candidate selected for full-time employment must successfully complete all pre-employment screening and requirements (drug test and background check) prior to commencing employment.
- General questions about the position will be accepted via email to Stephany Gonzalez, Human Resources and Operations Specialist at [stephanyg@ncnmedd.com](mailto:stephanyg@ncnmedd.com). If you would like to discuss the position with the current NMAAA Director, please request that in your email to Ms. Gonzalez.
- A selection committee consisting of members of the board of directors will review applications and references in June 2025, and plan to schedule interviews for finalists in early July 2025.

## **HOW TO APPLY**

- Applicants must complete NCNMEDD Employment Application form at [www.ncnmedd.com](http://www.ncnmedd.com) **no later than May 31, 2025**.
- Applicants must list a minimum of three **professional** references in the application form. Personal references will not be accepted. Note that references will be contacted in June 2025, prior to interviews being scheduled.
- Applicants must attach a full-career resume and cover letter explaining their interest in the position to the application form.
- Incomplete applications or applications that do not follow these instructions may be rejected at the discretion of NCNMEDD.