

## Tompkins County

# Director, Office for the Aging

2018 SALARY RANGE: \$81,619 to \$88,650/yr.

New York State Retirement and an Excellent Benefits Package



## The Position

The Director of the Office for the Aging oversees the planning, development, coordination and implementation of home and community-based services for older adults in Tompkins County. Services are administered toward the mission of assisting older adults to live independently in their homes and communities with quality of life and dignity.

The Director reports to the County Administrator and works closely with the County Legislature, New York State Office for the Aging, local human service agencies, community and business leaders, and other state and local governmental officials. The Director supervises a staff of 13 FTEs as well as oversees multiple service contracts.

The Director administers and manages an annual operating budget of \$2.5 million, consisting of federal, state and local funding, public and private grants, client fees and participant donations.

The Director is expected to foster a collaborative and inclusive work environment utilizing modern management techniques to improve the efficiency and effectiveness of services.

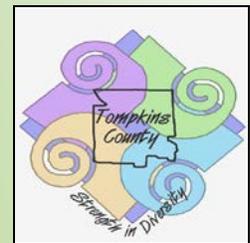
There is a culture of innovation in Tompkins County government, where collaboration and initiative are strongly encouraged.

Apply to: <https://www.tompkinscivilservice.org/civilservice/post/3741>

## Our Commitment

Tompkins County values a diverse, respectful, productive, and fulfilling workplace and provides the Office for the Aging Director with a wide range of responsibilities intended to realize those values.

The Office for the Aging Director will serve as an integral member of the organization's departmental leadership team, responsible for developing and sustaining an inclusive culture that enables a diverse workforce to perform at the highest level.



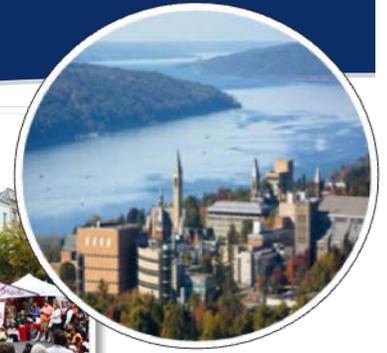
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T O M P K I N S C O U N T Y

# Why Apply?



## The Community

*Tompkins County* is one of the most beautiful and livable areas in the entire United States. The County, with a population of 105,500 (2016 est.), is located in the beautiful Finger Lakes Region of upstate New York. Tompkins County is situated at the southern tip of majestic Cayuga Lake in an area of dramatic gorges and waterfalls. The people of Tompkins County are welcoming, civically engaged and diverse.

### *Form of Government*

Tompkins County is governed under home rule, which provides for the separation of the Legislative and Executive Branches of government. The Tompkins County Charter was approved in 1968 and took effect in 1970. The County has a Legislature-Administrator form of government where a 14-member legislature elected from single member districts appoints a County Administrator who oversees and coordinates the operations of county government to successfully carry out the policies of the County Legislature. Legislators are elected to four-year terms. Other elected officials include the District Attorney, Sheriff, and County Clerk.

The County offers a vibrant city center, quaint villages and hamlets, forested hillsides, rolling farm land, over 26,000 acres of State Forests and Wildlife Management Areas, and nearly 3,000 acres of State Parks. Ithaca, our county seat, with a population of 30,750 (2016 est.)



has a small-town atmosphere yet showcases qualities of a much larger city through an abundance of restaurants, theatre, arts, shopping, cultural activities, and community festivals and events. Ithaca was named in the Top 100 Best Places to Live, by Livability.com (2018), #2 Best Small College Town by USA Today (2016), and Healthiest City in New York State by 24/7 Wall Street (2015). The County is the employment center for the region with a strong human services sector, a local medical center, and a robust public transit system. Tompkins County's economy is diverse and the three institutions of higher learning – Cornell University, Ithaca College, and Tompkins-Cortland Community College (TC3) – make education our top economic contributor. The Ithaca Tompkins Regional Airport greets over 200,000 passengers annually and generates over \$30 million for the local economy while serving as a major international gateway to Cornell, Ithaca College, TC3 and other major employers in the region. Ithaca and Tompkins County are noted for being part of the global network of Age Friendly Communities through AARP and the World Health Organization (2015).

## Dear Colleague –

Tompkins County is currently seeking a Director to manage the Office for the Aging. I invite you to review the position details to see whether you might be a good fit for our organization and this important leadership role. Tompkins County is an equal employment opportunity employer. All qualified persons who have experience serving a diverse clientele are encouraged to apply. If this opportunity is not of interest to you, please feel free to share it with other professionals.

Amy Guererrí, Commissioner of Human Resources

607.274.5526

T O M P K I N S C O U N T Y

# Minimum Qualifications

## *In order to qualify:*

The successful applicant will meet or exceed the following:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in the Social Sciences, Planning, Public Administration, Aging or any other advanced degree in a related field **AND** two years of progressively responsible full time paid (or the equivalent part time and/or volunteer) administrative and management experience; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in the Social Sciences, Planning, Public Administration, Aging or a related field **AND** four years of progressively responsible full time paid (or the equivalent part time and/or volunteer) administrative and management experience; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a), or (b) above.

## **Special Requirement:**

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen (either natural born or naturalized) and become a resident of Tompkins County within a six month period of time.

## *The Ideal Candidate:*

The Director of the Office for the Aging will act as a community leader who advocates on behalf of older adults and educates policymakers on issues and legislation affecting elders. The individual will be someone who communicates well both verbally and in writing, and who is also a good listener. The individual must be able to foster and maintain partnerships across agencies and organizations enhancing the Office for the Aging's ability to meet community needs. The ideal candidate be well versed in assessing community need and implementing services to meet the needs identified. will be civic-minded, self-motivated, and able to work in a fast-paced and demanding environment in both producing work and managing staff. As a team-oriented, collaborative leader experienced in promoting a diverse, inclusive, culturally competent, and respectful workplace, the candidate will be committed to innovative problem solving, customer service, and performance excellence.

The Director of the Office for the Aging will have a proven track record of building and maintaining morale through effective teambuilding, advocacy and consistency in approach, with a demonstrated commitment to ongoing staff training and professional development to build skills, achieve performance excellence, and advance desired growth potential. The ideal candidate has successfully led divisions, departments, local government organizations or other complex private/not-for-profit organizations with fairness, patience, humility, and a sense of humor. The person will be able to see beyond immediate pressures and remain focused on important long-term objectives, and will review and improve business and operational processes while embracing change.

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## Apply Online

Please visit: [www.tompkinscountyny.gov/](http://www.tompkinscountyny.gov/). (1) Choose "County Employment" (2) On the left side of the screen, choose "Vacancy List." (3) Find the Director, Office for the Aging opportunity and select "Apply". Create your profile to continue. Confirm that you meet the minimum qualifications. Complete the application and upload a cover letter, CV or résumé, list of professional references, and any other supporting documentation you would like the County Administrator to consider. Call 607-274-5520 for assistance with any problems.