



JOB TITLE: Program Manager

AAA/8

DEPARTMENT: Area Agency on Aging

JOB SUMMARY: This position is responsible for performing program management duties in support of Area Agency on Aging programs.

MAJOR DUTIES:

- o Completes monthly logs for senior centers serving congregate and home delivered meals; prepares monthly log forms for nutrition sites.
- o Enters monthly service provider logs.
- o Prepares folders and minutes for quarterly Aging Advisory Council meetings; attends council meetings.
- o Prepares annual contracts for local governments and service providers.
- o Monitors and evaluates service providers, including annual on-site visits.
- o Performs monthly reviews using in-house information to check programmatic and financial performance of contractors.
- o Coordinates and attends menu planning meetings as needed.
- o Maintains current files of contracts, monitoring reports and correspondence.
- o Assists with senior center activities and functions sponsored by the Regional Commission and other organizations.
- o Provides information and technical assistance to aging contractors.
- o Attends meetings and/or training sessions to stay up-to-date on information and regulations related to aging programs.

- o Coordinates and attends Community Care Service Providers Network meetings, as needed. Prepares folders and minutes.

- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of agency programs, policies, and procedures.

- o Knowledge of relevant state and federal laws and agency rules and regulations as applied to aging services.

- o Knowledge of computers and job related software programs.

- o Skill in organizing and coordinating programs and services.

- o Skill in performing mathematical calculations.

- o Skill in operating office equipment such as a computer and calculator.

- o Skill in public and interpersonal relations.

- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director of Aging Services assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include agency and program policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related program management duties. The need for accuracy contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this assignment is to manage assigned aging programs. Successful performance ensures the provision of appropriate aging services programs to senior citizens within the region and compliance with applicable laws and regulations.

PERSONAL CONTACTS: Contacts are typically with co-workers, service provider staff, elected and appointed officials, and members of the general public.

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PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed sitting at a desk or table. The employee frequently lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained therein is merely an attempt by the Southern Georgia Regional Commission to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____