

## **AGING CONTRACTS AND BUDGETS COORDINATOR**

### **Position Overview:**

The Aging Contracts and Budgets Coordinator is under the direction of the Executive Director and the Associate Director for Aging Services. The primary responsibility for this position is in assisting the Director of Aging Services in the administration of the area plans & budgeting for aging services and contract management. The position will include programmatic oversight of various Aging programs.

### **Duties & Responsibilities:**

- Develop budgets and conduct on going analysis of annual budgets.
- Develop reporting system assuring proper use of federal and state funds.
- Process and update aging program contracts.
- Respond to requests for information.
- Assist with development and implementation of annual needs assessment survey and with formulation of the area plan for comprehensive and coordinated service delivery system.
- Provide assistance, monitor and periodically evaluate the performance of services under agency contracts.
- Supervise activities of service providers as assigned to assure compliance with program guidelines.
- Assist with coordination and planning of subcontractor activities to promote new or expanded benefits and opportunities for older persons.
- Represent the interests of older persons to public officials, public and private agencies or organizations.
- Serve as staff advisor to the Lincoln Trail Area Agency on Aging Advisory Council.
- Prepare and submit reports/documents to various subcommittees and councils as required.
- Assist with PDS Billing and Payroll Activities as assigned.
- Prepare the NAPIS report annually.

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- Must be able to maintain effective working relationships with staff, Council members, Area Officials, contractors and clients.
- Perform other tasks as assigned by the Executive Director.

### **Education & Experience:**

This position should have at least a Bachelor's Degree with two (2) years of relevant experience working with older persons or aging programs. A Master's Degree may be accepted in lieu of the two (2) years of relevant experience.

### **General Qualifications:**

- Must have excellent skills and abilities in working with frail and/or older persons, other professionals, and the general public.
- Should be able to compile data, prepare reports, and possess resourcefulness and sound judgment.
- Must possess understanding of governmental reporting requirements and a working understanding of GAAP.
- Must be proficient in spreadsheet and word processing programs. Must be able to handle multiple projects simultaneously while maintaining accuracy and work consistency.
- Ability to work with a variety of agencies and individuals projecting a positive image of the ADD.
- Willingness to be a team player, understanding of organizational structure and ability to work within the structure.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position will require criminal background screening.

### **Work Site:**

Generally in office sitting, however flexibility for travel and mobility to attend meetings is a must. May require walking, flying, or operating a vehicle. This position requires attendance of after hour meetings and occasional overnight travel with limited notice.

### **Workplace Hazards:**

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.