

## ADMINISTRATIVE AIDE (OFAS)

### CHAUTAUQUA COUNTY OFFICE FOR THE AGING SERVICES

**SALARY RANGE: \$22.94 - \$29.52/HOUR + BENEFITS**

The Chautauqua County Office For The Aging Services is currently accepting applications for the position of Administrative Aide (OFAS) within the Jamestown Chautauqua Center. An Administrative Aide (OFAS) is an important para-professional position involving responsibility for the performance of a variety of duties designed to free the attention of the department head for technical matters, planning and policy making. An employee in this class is primarily responsible for the supervision and coordination of the volunteer service programs for older adults. This position will also maintain and manage the Office for the Aging Services communication plan, including social media posts, media releases and outreach activities. The work is performed in accordance with policies outlined by the Director of Office for Aging Services permitting the employee considerable latitude for the exercise of independent judgment. Immediate supervision is exercised over volunteers, clerical and/or operations staff within the division, as necessary. Does related work as required.

#### **Typical Work Activities:**

- Organizes, directs and coordinates volunteer service programs of older adults for Chautauqua County;
- Designs and conducts necessary research for purposes of program development; including location of older adults, potential volunteers, appropriate agencies;
- Implements and supervises all necessary steps to effect recruitment, placement, training and retention of volunteers;
- Actively works within the community to recruit new volunteers for Office for the Aging Services programs;
- Schedules volunteer transportation services and coordinates volunteer assignments to meet program needs;
- Evaluates procedures for efficient operations and to measure the programs effectiveness and the efficiency of operations;
- Maintains good public relations through talks, public contacts, and active participation in community activities;
- Communicates and works cooperatively with County departments, agencies and representatives of organizations in the implementation of the program;
- Researches and prepares social media posts, news media releases and manages the Office for the Aging Services public website;
- Processes and follows up various requests for information;
- Develops administrative support systems to facilitate the gathering, storage and creation of statistical report data and prepares related data base reports;
- Attends meetings on behalf of supervisor when assigned;
- Carries out a variety of more difficult and complex clerical tasks;
- Operates copier, fax machine, typewriter, computer terminal and other common office equipment;
- May organize meetings, conferences and seminars;
- Performs other related tasks, as necessary.

This position is being filled as a provisional appointment from approved applications received. An incumbent in this position, will be required to take a competitive civil services examination scheduled at a later date.

#### **Chautauqua County offers a comprehensive benefits package which includes:**

- Health Insurance (including Dental & Vision plan)
- Health Savings Account (partially funded by the County)
- Flex Spending Account
- NYSLERS Pension
- Eligible for Federal Public Service Loan Forgiveness
- 13 Paid Holidays
- Vacation & Sick Time
- Personal Days
- NYS Deferred Compensation
- Wellness Program

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma and either:

- A. Completion of an Associate's degree in a Human Services, Public Administration, Communications, or a closely related field and two (2) years of experience in volunteer coordination, community outreach, or related work; OR
- B. Completion of 60 semester credit hours with a concentration Human Services, Public Administration, Communications or a closely related field and (2) years of experience as listed in A above; OR
- C. Four (4) years of experience as listed in A above.

**Additional Requirements:** Ability to meet the regular transportation requirements in carrying out assignments at time of appointment and during service in this classification.