

# USC Leonard Davis School of Gerontology

## Job Posting: PASSAGES 03/23/06

Job Position: Deputy Director

Department: PASSAGES Adult Resource Center

### Organizational Overview:

PASSAGES Adult Resource Center - a division of the CSU, Chico Research Foundation (Foundation). PASSAGES is an integrated social services arm of the Foundation providing services to older adults, adults with disabilities and family caregivers. Serving as grant recipient for the Area 3 Agency on Aging, PSA 3, programs operated include: Information and Assistance (I&A), Family Caregiver Support Program (FCSP), Linkages, Health Insurance Counseling and Advocacy Program (HICAP) and Ombudsman. Additional programs operated through PASSAGES include the Multi-Purpose Senior Services Program (MSSP), the Senior Companion and Foster Grandparent Programs, and Mountain Caregiver Resource Center (MCRC). Through its Area Agency on Aging, PASSAGES serves clients in Butte, Tehama, Glenn, Plumas and Colusa counties; additional programs serve Lassen, Siskiyou, Trinity, Modoc and Shasta counties.

### Position Summary:

Under the general direction of the PASSAGES Adult Resource Center Director, the Deputy Director is responsible for specific agency contracts and program supervision, to include: monitoring, reporting, budget analysis/development and personnel functions. Responsible for agency functions in absence of Director. Other responsibilities include: Assisting the Director in strategic planning; financial oversight and management; compliance with funding source requirements and CSU, Chico Research Foundation policies and procedures; staff supervision and development; fund development including response to requests for proposals (RFPs); development and maintenance of various community partners/constituents; creation and implementation of agency policies and procedures. Although based in the Chico office, occasional travel to areas served by PASSAGES is required, as well as attendance at related meetings.

### Summary of Duties:

- Oversees/Develops planning processes of specific program areas including new grants, requests for proposals, funding distribution, grant administration and compliance, and subcontracts; Assists in the development and preparation the Area Agency's 4-year Area Plan, Needs Assessment, Annual Updates and Progress Reports.
- Oversees fiscal operations of specific programs; implementing appropriate allocation of costs, purchase of equipment, and expenditures; reviews budgets.
- Ensures compliance with a variety of federal and state laws governing programs and services for older Americans and acts as liaison with the California Department of Aging, and various other funding agencies.

- Assists in the development of agency operating policies and procedures ensuring effective integrated services and promoting enhanced programmatic collaboration. Responds to consumer complaints regarding agency function.
- Oversees program services delivered by the Area Agency on Aging subcontracts and through various community partnerships; provides technical assistance & training to subcontractors.
- Coordinates various audits and monitoring visits, and responds to findings and recommendations.
- Assists Director in hiring, evaluating, discipline, training and separation processes associated with specific agency employees.
- Directly supervises PASSAGES programs as directed.
- Represents the Center to individuals and other agencies/organizations.
- Participates in community education and outreach activities, including staffing community events when appropriate.
- Works closely with the Office of Sponsored Programs and the Foundation to ensure grant requirements are met.

Qualifications:

Requires a Bachelor's degree from an accredited college or university with major course work in public administration, planning, human services, social work, or a closely related field. A Masters degree in one of the referenced fields is desirable. Requires a minimum of two years full-time experience in a supervisory capacity administering public or private agency programs in a public or social services agency; at least one year of experience in the field of Aging Services is desirable. Experience will include program planning and evaluation, budget development and administration, grant writing/development and management; staff supervision and development, and work with volunteers. The successful applicant will possess or have the ability to quickly acquire a thorough knowledge of aging programs and the legal requirements of legislation regarding older persons including the Older Americans Act and the Older Californians Act. Must possess the ability to coordinate and administer a variety of programs; to work well and cooperatively with a variety of constituent groups including governing boards, volunteer groups, service providers, community groups and individuals; ability to work independently with little direction; ability to communicate effectively and prepare clear and concise written and oral reports. Must possess a valid California Driver's License and good driving record. Fingerprinting and participation in the DMV Employer Pull Notice Program (driving record) will be required of the successful candidate.

Contact:

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