

## KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

### Office on Aging

### Job Description

#### Job Title: Aging Services Manager

Summary: An employee in this classification receives supervision from the Office on Aging Director. This is a senior level position with significant responsibility for the public image of the Office on Aging.

#### Duties and Responsibilities:

- Respond to requests for information from funding sources and other officials.
- Assist in preparation of grant proposals.
- Prepare reports as needed.
- Represent the Office on Aging at various meetings as directed.
- Speak to groups on a variety of aging related topics.
- Develop and maintain media relationships to promote aging issues and Office on Aging programs.
- Plan and staff events and workshops.
- Prepare correspondence as needed.
- Staff committees of Office on Aging as needed.
- Respond to public inquiries about aging services.
- Assist and support staffing of Knoxville-Knox County Council on Aging.
- Participate in Office on Aging team approach to planning and problem solving.
- Other activities as needed to insure the success of the Office on Aging.

**Knowledge and Abilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must have excellent oral and written communication skills.
- Knowledge of computers including word processing and Internet
- Must relate well to all age groups and income levels.
- Knowledge of the aging network and local community resources
- Ability to plan and self-direct work

**Base Qualifications:** Must have Bachelors Degree in related education and experience (such as aging services, social services, health, or public administration). Must have excellent written and oral communication skills. Must have experience with computers including word processing and Internet. Must have a valid Tennessee drivers license and a reliable automobile for daily use (mileage reimbursed).

**Preferred Qualifications:** Master's degree from accredited institution or equivalent combination of education and experience in social services, public administration, or related field. Experience in working with elderly and volunteers, and preparation of grant proposals.

**Salary: Grade X**