



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 4053

DIRECTOR, AGING SERVICES

GRADE P

SCOPE OF WORK:

Work involves managing the staff and activities of the Aging Services Division within the Department of Human Services (DHS).

DUTIES PERFORMED:

- Oversee human, fiscal, and materiel resources that support programs and services for the aged.
- Administer the provisions of state and federal laws, rules, regulations, and agency policies and procedures; coordinate mandated federal program changes.
- Develop, coordinate, implement, monitor, and evaluate Division programs, services, policies, procedures, and strategic goals to meet the service needs of clients.
- Develop, implement, and monitor the Division budget.
- Direct, supervise, and evaluate Division staff.
- Oversee development of the strategic plan and program goals.
- Provide information, education, guidance, direction, and assistance to consumers, providers, and state agencies on policy, regulations, rules, and program direction.
- Prepare and track proposed legislation; present testimony to legislative committees concerning Division operations.
- Represent the Division in collaboration with state and federal officials, agencies, and organizations; serve on various committees.
- Collaborate with other agencies and organizations.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration or a human services related field and six years of work experience in program administration that included responsibility for managing fiscal resources, and supervision of staff. A master's degree may substitute for up to two years of the required work experience.

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Eff. Date: 6/88

Rev: 2/00 – Word processing conversion

Rev: 8/10 – Updated class, revised minimum qualifications and factoring

Rev: 7/12 – Conversion to Hay System