

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1178

**TITLE:** DIRECTOR, AREA AGENCY ON AGING

**GRADE:** S-31

**DEFINITION:** Under general direction, plans, organizes, and directs the activities of the Fairfax County Area Agency on Aging; performs varied administrative and coordinating duties as the senior staff assistant to the Commission on Aging; and performs related work as required.

**ILLUSTRATIVE DUTIES:**

Plans, coordinates, and directs Area Agency on Aging (AAA) activities and programs to ensure compliance with local, state and federal laws;

Identifies services needed by the elderly and initiates programs to provide them, either through the AAA or in cooperation with other human service agencies;

Develops methods of evaluating AAA programs

Ensures proper and consistent interpretation and implementation of policies and procedures and impact on service delivery;

Oversees the evaluation of services and monitors performance outcome measures;

Develops and implements program strategies and best practices that are consistent to the agencies vision and mission;

Ensures compliance with all federal and state requirements and policies related to grant monies;

Develops and administers the AAA budget;

Prepares reports and correspondence;

Provides staff support to the Commission on Aging;

Supervises office and staff operations and provides guidance and direction to AAA supervisors.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of Community, County, State and Federal programs for senior citizens;

Ability to establish and maintain effective working relationships with the County Executive,

County, State and Federal agencies, and the Board of Supervisors;

Ability to work effectively with the Commission and with community groups;

Ability to analyze, evaluate and make recommendations;

Ability to communicate clearly and concisely, both orally and in writing;

Ability to effectively supervise others.

**EMPLOYMENT STANDARDS:** Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with a degree in one of the social sciences and four years of progressively responsible experience in programs for the aging.

REFORMATTED/REVISED: December 3, 2007

ESTABLISHED: April 26, 1982