



Job Posting – October 23, 2023

POSITION: PROGRAM PLANNER

REPORTS TO: DIRECTOR - AREA AGENCY ON AGING

DIMENSIONS: SUPERVISORY POSITION

BASIC FUNCTION: Assists with the development and implementation of policies and procedures for the regional aging and disability programs, including development, implementation, and expansion of a comprehensive coordinated plan for services to older persons, persons with disabilities and caregivers.

DUTIES AND RESPONSIBILITIES:

- Reviewing staff activities to determine job skills, compliance with contract requirements and ways to reduce duplication of effort
- Analyze funding needed for critical services and make recommendations for budgeting requirements
- Develops comprehensive department policies and procedures for standard operations that are appropriate and coincide with requirements of federal and state funding agencies
- Provides direct input to the department budget
- Preparing and managing grants and contracts
- Providing technical assistance to member governments and private organizations which provide services to the older persons, persons with disabilities and caregivers
- Determines training needs for departmental staff, including development of on-boarding procedures for new hires
- Reviews staff compliance with contract requirements utilizing interviews, performance goals, tests, etc., to determine quality of job skills
- Develops and implements procedures for monitoring subcontracts for program compliance, approving service provider expenditures for submission to Finance.
- Provides direct input to the preparation, negotiation and administration of department grants and contracts, including budgets, contract compliance, requests for reimbursements, required reporting and data submissions
- Oversees the day-to-day operational activities and functions of the aging and disability services department as required and provided by the State of Texas and governed by the U.S. Older Americans Act of 1965, as amended
- Develops department operation policies and procedures and oversees their implementation
- Prepares Request for Proposals (RFPs) and/or Requests for Applications (RFAs) as appropriate to secure qualified contractors/sub-contractors for the delivery of goods and services to assist older persons, disabled persons and caregivers in the DETCOG region. Reviews submissions for RFP/RFA compliance, makes recommendations for contract/sub-contract awards

- Monitors and evaluates program operations as they relate to production, quality, reporting, and compliance requirements
- Provides technical assistance to subcontractors and other community agencies, including identifying resources, meeting with boards and other funding sources, assisting with grant applications and contracts
- Represents the regional council before and makes presentations to various governmental entities, private organizations, and the general public on matters relating to operational needs to improve service delivery
- Maintains current knowledge of laws, regulations, assistance programs, and financing methods for aging programs through reading and studying new procedures and guidelines, attending workshops and seminars, taking short courses, and attending agency and organizational meetings
- Provides explanations for operational changes in state and federal rules, regulations, and guidelines to program staff, contractors and sub-contractors
- Analyzes Community Needs Assessment data to determine viability of existing services, need for new services and fiscal requirements associated with expansion, start-up or discontinuing current service mix
- Serves on boards and committees related to aging and disability service activities
- Participates in public hearings and serves as agency representative at open hearings, forums, meetings, etc
- Serves as resource person to community agencies, institutions, groups, and elected officials
- Performs such other related duties as may be assigned.

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED – to perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- *Knowledge of:* general management principles; the aging and disability programs and services; grant, proposal, contract, and budget preparation and analysis; local, state, and federal regulations relating to human and social services programs for the elderly, persons with disabilities and caregivers, including the Older Americans Act of 1965 as amended; program development, implementation, and evaluation procedures; survey information gathering and analysis techniques; and practices and procedures of accounting and financial operations.
- *Skill/Ability to:* analyze and evaluate aging program services and activities; interpret and apply applicable laws, rules, and regulations; apply planning techniques; prepare reports, statements, and correspondence in a neat and legible manner; prepare grants, proposals, contracts, and budgets; supervise and motivate employees; establish and maintain effective working relationships with elderly citizens, citizen groups, service providers, state and local government officials, and the general public; and demonstrate proficiency in both oral and written communication.

EDUCATIONAL REQUIREMENTS:

- Master’s degree in public administration, social science, or a related field, plus at least two years of experience in aging programs, or
 - o Bachelor’s degree in public administration, social science, or a related field, plus at least four years of progressively responsible experience in administering social service programs, two of which involve working with aging program, or

- High school graduation, or its equivalent, plus at least ten years of progressively responsible experience in administering social service programs, two of which involve working with aging programs, or
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS, PERSONAL SKILLS AND ATTRIBUTES:

- Must have a VALID Texas driver's license, proper vehicle insurance and use of vehicle to travel throughout the region
- Utmost professional and personal integrity
- Personal values consistent with the Deep East Texas Council of Governments.

WORK HOURS: Monday – Friday, 8:00 a.m. – 5 p.m. (flex hours possible)

SALARY: \$38,480 to \$50,000 annually, depending on experience. Benefits include retirement plan, health insurance and other benefits.

SPECIAL CONDITION OF EMPLOYMENT:

Salaries of the Deep East Texas Council of Governments are funded by various state and federal grants; therefore, employment is conditioned on the availability of such funds.

APPLICATION PROCEDURE:

Submit completed application and resume to the DETCOG Human Resource Director by one of the following methods:

- Email to: lsargent@detcog.gov
- Mail to DETCOG Attn: Personnel, 1405 Kurth Drive, Lufkin TX 75904

Application can be found online at www.detcog.gov under the “Notices & Resources:” tab.

APPLICATION DEADLINE:

Interested and qualified persons are encouraged to apply without delay. This position is open until filled.

DETCOG IS AN EQUAL OPPORTUNITY EMPLOYER