



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
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Position Announcement

Area IV Agency on Aging Program Director

Rocky Mountain Development Council, Inc., is recruiting for an Area IV Agency on Aging Program Director. The salary range for this position is \$47,486 to \$55,000 annually depending on experience plus RMDC's generous benefit package. The benefit package includes health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

The Area IV Agency on Aging Program Director is responsible for the advocacy on behalf of all older persons within the area, which includes Meagher, Park, Gallatin, Broadwater, Jefferson, and Lewis and Clark Counties. Duties include planning and directing program operations; establishing policies and procedures; coordinating program activities; conducting outreach activities; managing and monitoring program budgets; developing the 4 year plan and budget; and coordinating the work of subordinates.

Knowledge of:

- General management practices such as: establishing objectives, priorities, and developing work plans; theories, practices, and principles of social service delivery programs for older persons.
- Fiscal management, including fiscal and programmatic reporting and developing, modifying and tracking the programs annual budget.
- Supervisory techniques and personnel management practices.

Ability to:

- Develop and direct social service programs;
- Interpret and equitably implement applicable state and federal laws and regulations;
- Communicate effectively;
- Plan, lead, supervise and direct the work of program employees.
- Publicly represent the Area IV Agency on Aging;
- Evaluate program performance and design corrective action as necessary;
- Provide clear directions to subordinates;
- Work effectively with the Governing Board, Advisory Council, other services providers, and coworkers; communicating effectively verbally and in writing.

Education and Experience:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree in a human service field, with some course work in the program administrative area. Three years' experience working with senior citizens programs and two years of program administration and supervision is preferred. Must have a valid Montana Driver's License, acceptable driving record to meet insurability requirements for the organization's insurance carrier, pass a criminal background check, and be available for some out of town/county/state travel.

Application Process:

Applicants must submit a completed, signed RMDC application, letter of interest, and resume. Applications are available from RMDC, www.rmhc.net, and Montana Job Service Offices. Incomplete application materials will not be processed. Completed application packages must be **received by** the RMDC Human Resource Office, P.O. Box 1717, Helena MT, 59624-1717, **no later than 5 PM on Tuesday, December 12, 2017.** EEO

www.rmhc.net

Affordable Housing
Homelessness Prevention
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers & Dinner Clubs
Foster Grandparent Program
Senior Companion Program
RSVP