

Class Title: Division Director, Senior Services
Department: Health
FLSA: Exempt

Class Code: 5584
Grade: 29
Eff. Date: 7/29/2026

GENERAL PURPOSE

This is an appointed merit-exempt (at-will) position appointed by and under the administration, general guidance, and direction of the Director of Health. Performs administrative and managerial duties in planning, developing, organizing, and supervising Senior Services programs and activities in Davis County.

EXAMPLE OF DUTIES

Directs the activities and programs of the Senior Services Division, including congregate and home delivered meals, in-home and outreach services, senior center activities, transportation, healthy aging, and ombudsman services. Develops strategic, long- and short-term policies and plans for the senior services delivery system in Davis County. Coordinates and enhances efficiency across all senior activity centers.

Reviews and evaluates operations of all division bureaus; makes recommendations and implements changes as directed; analyzes, coordinates, and evaluates use of resources to deliver senior services, education, and policy.

Hires, trains, and supervises employees; identifies and addresses employee performance and/or behavior issues in a timely manner; provides technical assistance as necessary; assigns work and schedules and determines staffing needs; evaluates performance in compliance with all County and Department policies, procedures, and practices; assures timely completion of employee performance plans and appraisals; promotes professional development. Coordinates, develops, implements, and directs training programs for professional staff.

Consults with State and local government officials and other community organizations regarding senior services program policies. Acts as a consultant to local government officials, social work professionals, service providers, contracted industry providers pertaining to senior service programs.

Directs the establishment, training and general functions of the Davis County Senior Advisory Board. Ensures implementation of the requirements outlined in the Federal Older Americans Act and regulations; monitors, evaluates and comments on policies, hearings, programs, levies and community actions affecting older persons; represents the interests of older persons to public agencies or organizations; addresses and resolves client complaints; carries out activities in support of the state administered long-term care ombudsman program; coordinates planning with other agencies and organizations to promote new and expanded benefits and opportunities for older persons; designates and establishes a focal point for comprehensive services delivery in each community.

Coordinates the implementation and manages all senior service contracts and grants; reviews and ensures all grants and contracts are correct and aligned with Department goals and objectives. Monitor all grants, contract deliverables, and grant expenditures. Develops the area plan for services, obtains state approval and makes annual adjustments as necessary as required by the Older Americans Act.

Assures access to effective management information systems (MIS) and data collection systems for senior services that will aid in the analysis of demographic, epidemiological, financial, and other utilization information. Appropriately uses information from MIS in program and service planning.

Works with city, county, state officials, and community groups to obtain resources for program operations. Serves on committees at various levels of government; provides input and advice on policies and programs for the elderly; prepares and presents materials on Senior Services programs for various governmental agencies and community groups.

Evaluates and analyzes quantitative and qualitative data. Implements and provides supervision of projects for future research. Assures and develops performance-based program evaluations to achieve continuous improvement in program and services.

Directs and performs grant writing. Directs contract negotiations, interagency agreements, lease agreements, and capital expenditures for the Division. Directs the development of Division budget in collaboration with bureaus/programs; administers Division budget and expenditures; presents the Division budget to the Director of Health. Organizes and writes material for all Davis County Senior Services plans and implements new programs. Responds to public health emergencies as required by the Department or Division Administration.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Master's Degree in public administration, public health administration, gerontology, aging services management, or a closely related field, plus five (5) years of full-time experience in the aging or health services field, or related programs. An acceptable combination of education and experience may be considered. Preference for supervisory experience.

2. Special Qualifications:

Must pass a criminal history background investigation.

Employees driving a personal or a county vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Drive License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: social marketing principles, related federal and state laws, regulations, and guidelines; funding sources; principles; practices; and issues of gerontology; resources available to senior citizens; application of principles and practices of effective management and supervisory theory; group dynamics; quality assurance; budgeting practices and theory; County and Department policies, procedures, and practices; community resources, allied groups, and agencies relating to human services.

Skill in: grant writing, operating all applicable computer hardware and software program/applications; operating standard office equipment including multi-line telephone, multi-function copier, and fax machine.

Ability to: exercise sound independent judgment and discretion, set measurable public health performance goals, set and apply strategic planning principles, financial management, organize, plan and set priorities, prepare and present statistical and narrative reports, present written and verbal reports, investigate, analyze and solve programs, operator within approved budget levels, make decisions and perform efficiently under pressure/deadlines; coordinate work and services with multiple organizations; compose professional correspondence, reports, contracts, and other documents; communicate effectively; follow written and verbal instructions; establish and maintain effective working relationships with supervisors, employees, local, state, and federal officials, other allied agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***