



Nevada | Placer | Sacramento | Sierra | Sutter | Yolo | Yuba Counties

EXECUTIVE DIRECTOR

FULL TIME – EXEMPT

Effective 4/15/24 modified 6/2026

GRADE: 25

The mission of the Agency on Aging/Area 4 (AAA4) is to enrich the lives of older adults and people with disabilities by FOSTERING networks of support, ADVOCATING for individual choice, COLLABORATING with partners, ENSURING equity, and STRIVING to do so with conviction.

Formed as a Joint Powers Authority serving Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba Counties, AAA4 is a Public Agency with non-profit status. Funded by monies from the Older Americans Act (OAA) and various grants, AAA4 creates, supports, and monitors a wide variety of programs for older adults and people with disabilities designed to help them maintain their health and independence. In 2023, the Agency celebrated 50 years of delivering its mission of supportive service to its communities.

AAA4 shares responsibility for the delivery of services through various Aging and Disability Resource Centers (ADRCs) and is committed to providing coordinated, person-centered assistance through warm handoffs and the No Wrong Door approach to care.

EXECUTIVE DIRECTOR

Grade 25, Exempt

The Executive Director (ED) serves as the Agency's chief executive leader and primary spokesperson. The ED acts as the principal professional resource to the 17-member Governing Board and the 35-member Advisory Council while providing strategic and operational oversight of the Agency's programs, services, fiscal operations, workforce, partnerships, and mission delivery. Key responsibilities include guiding organizational direction; ensuring compliance with applicable fiscal, legal, regulatory, and program requirements; leading strategic planning and implementation; strengthening relationships with community partners, stakeholders, governmental agencies, and philanthropic partners; and providing inclusive, values-based leadership to a team of more than 70 employees. The ED plays a central role in advancing the Agency's mission, building organizational capacity, fostering a positive and accountable workplace culture, and representing AAA4 with regional and statewide partners, including the California Association of Area Agencies on Aging (C4A) and other committees as assigned.

General Knowledge, Skills, and Abilities

- Communicate clearly, respectfully, and professionally in person, in writing, electronically, and by telephone.
- Demonstrate strong organizational, project management, and time-management skills.
- Identify issues, assess needs, and work collaboratively with the public, stakeholders, employees, and volunteers to resolve requests for service effectively.
- Use technology effectively to maintain and report data, work with web-based systems, and use Microsoft 365 applications, Microsoft Teams, Adobe Acrobat, and DocuSign.

- Work effectively in a variety of settings, including on-site, remote, field-based, training, conference, and community event environments, with occasional travel that may include overnight stays.
- Exercise sound judgment, discretion, and confidentiality when handling sensitive information and Agency matters.

Job-Specific Knowledge, Skills, and Abilities

- Oversee fiscal operations, including budget development and monitoring, financial reporting, grant and contract management, internal controls, and compliance with applicable federal, state, and local funding requirements.
- Provide executive-level oversight of human resources functions, including workforce planning, recruitment and retention, employee relations, performance management, policy development, labor and employment compliance, and cultivation of a respectful, inclusive, and mission-driven workplace culture.
- Maintain advanced knowledge of laws, agencies, funding streams, and programs that support older adults, people with disabilities, caregivers, and diverse communities.
- Ensure implementation of OAA and other aging and disability programs in compliance with applicable federal, state, county, and local requirements.
- Lead and manage a public agency with nonprofit status, including governance, operations, service delivery, and accountability functions.
- Oversee timely submission of required reports, monitor progress toward program goals, and ensure continuous strategic planning and performance improvement.
- Work effectively with governing boards, advisory bodies, commissions, elected officials, community partners, and the public, including making clear and effective presentations.
- Develop, manage, and monitor budgets; operate within approved fiscal parameters; and pursue, administer, and oversee grant funding.
- Evaluate resource allocation, including staffing, funding, programs, and service priorities, to support data-informed decisions, continuous improvement, and corrective action when needed.
- Collaborate with internal and external partners to assess community needs and establish program goals and objectives that align with the Agency's strategic plan.
- Negotiate effectively, build consensus, and navigate complex or ambiguous situations with professionalism and sound judgment.
- Demonstrate resilience, adaptability, and change-management skills, including the ability to guide others through organizational change.
- Build trust through transparent communication, ethical conduct, collaborative leadership, and informed decision-making.

Additional Requirements

- Successfully complete a background check, including fingerprinting.
- Serve as a mandated reporter, as required by law and Agency policy.
- Maintain any licensure, certification, or other credentials required for the position throughout employment with the Agency.
- If driving on Agency business, maintain a valid California driver license, regular access to a passenger vehicle, and proof of current automobile insurance.
- Remain accessible electronically during work hours when working away from the office.

Employment Qualifications

Either: Possession of a master's degree in public administration, business administration, gerontology, social work, or a related field, and at least five years of management and supervisory experience,

including experience working with boards, commissions, or similar governing bodies. This qualification is preferred.

Or: At least ten years of directly related and progressively responsible management-level experience with public programs serving diverse populations, including older adults, people with disabilities, caregivers, or similar communities, demonstrating the ability to perform the duties of the position effectively, ethically, and compassionately.

Physical Demands

While performing the duties of this position, the employee is regularly required to sit, stand, walk, twist, stoop, use hands and arms to grasp and reach, and communicate verbally and audibly. The employee must occasionally lift and/or move up to 50 pounds, consistent with applicable safety guidance. Vision requirements include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodation will be provided to enable qualified individuals with disabilities to perform the essential functions of the position.