



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

ACTING EXECUTIVE DIRECTOR

FULL TIME - EXEMPT

GRADE: 25

Effective 2/27/26

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

Formed as a Joint Powers Authority to serve 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 the services of various Aging and Disability Resource Centers (ADRCs) and is committed to providing warm handoffs to those who reach out for assistance, embracing the No Wrong Door philosophy of client care.

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The Acting Executive Director (ED) performs assigned duties consistent with prior role responsibilities while serving in a temporary position, ensuring continuity of operations and seamless transition of ongoing tasks. The Acting Executive Director is the leader and chief spokesperson for the Agency, serving as the principal professional resource to a 17-member Governing Board and a 35-member Advisory Council, as well as providing day-to-day oversight of the Agency's numerous and varied programs. The Acting ED's primary responsibilities include organizational direction and mission delivery, assuring compliance with relevant fiscal and legal requirements; strategic planning and assurance of the plan's implementation advancing the mission by building strong relationships with community partners, stakeholders, governmental agencies, and the philanthropic community; and providing inspirational leadership to a team of 70+ employees. The Acting ED is the lynchpin for engendering passion for the Agency's mission within the staff and the community and for building capacity to achieve the vision at all levels within the Agency. The Acting ED represents AAA4 at the California Association of Area Agencies on Aging (C4A) and serves on ad hoc regional and state committees.

General knowledge, skills, and abilities

- Ability to communicate effectively and professionally in person, electronically, and/or by telephone
- Excellent organizational, project, and time management skills
- Ability to identify concerns, assess, and problem solve with the general public, stakeholders, fellow employees, and volunteers, to ensure a satisfactory resolution of requests for service
- Computer skills to maintain and report data, work with web-based systems, use Microsoft Office 365 (Windows, WORD, Outlook, and PowerPoint), use Microsoft Teams, and work in Adobe Acrobat and Docusign
- Ability to establish and maintain working relationships with individuals from diverse backgrounds

- Ability to work on-site, to telecommute, to work in the field, and attend special events or off-site training and conferences that also may require travel that includes overnight, out-of-town lodging
- Ability to operate with a high level of discretion and strictly adhere to confidential information policies and procedures
- Ability to be flexible and resilient in the face of competing demands and changing deadlines

Job specific knowledge, skills, and abilities

- Advanced knowledge of the laws, agencies, and programs addressing the needs of older adults and people with disabilities
- Ability to assure the implementation of OAA and other aging and disability programs in compliance with required federal, state, county, and local policies
- Skilled at managing a not-for-profit organization
- Ability to oversee the timely submission required reports, monitor progress to meet required program goals, and ensure ongoing strategic planning
- Skilled at working with boards and commissions and at making public presentations
- Ability to set and manage a budget and work within its constraints and to solicit and manage grant funding
- Skilled at monitoring/assessing resource allocation – staff, monies, programs - to make funding decisions; direct improvements, or take corrective action as needed
- Ability to work with others to assess community needs and establish program goals and objectives that support the strategic plan
- Skilled at negotiating and at navigating ambiguity
- Able to demonstrate resilience and to overcome resistance to change from self and others
- Ability to inspire trust through effective communication skills and informed decision-making

Additional requirements

- Required to successfully pass a background check which includes fingerprinting
- Required to be a Mandated Reporter
- Required to maintain the licensure/certification required of the position for the duration of employment with the Agency
- Required to have, if driving on behalf of the Agency, a valid California Driver License, have regular access to a passenger vehicle, and to maintain proof of current automobile insurance
- Required to be accessible electronically during work hours if working away from the office

Employment Qualifications

Either: Possession of a Master's degree in public administration, business administration, gerontology, social work, or related field and at least 5 years' management and supervisory experience including working with boards and commissions (preferred)

Or: At least 10 years of directly related and increasingly responsible management level experience with public programs that serve the needs of a diverse population including older adults and/or people with disabilities and their caretakers that would demonstrate the candidate's ability to discharge the duties of the position effectively and compassionately

Physical demands

While performing the duties of this job, the employee is regularly required to sit, stand, walk, twist, and stoop; use hands and arms to grasp and reach; to talk and hear. The employee must occasionally lift and/or move up to 50 pounds (NIOSH application). Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.