



# Mercer County Job Announcement

Dan Benson, County Executive | Board of County Commissioners

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## AREA AGENCY ON AGING – AREA PLANNER (AAA)

### OVERVIEW

The Mercer County Office on Aging is a federally designated agency that serves as the primary advocate, planning, and coordinating agency for Mercer County's adults aged 60 years old or older and their caregivers. The Office on Aging is seeking an Area Agency on Aging – Area Planner to assist in planning, developing, coordinating, monitoring and evaluating aging services, projects and programs operated by the office. Individual will prepare correspondence, compile statistics and data, provide information and technical assistance to providers, and serve as the point person between the AAA and the provider agencies.

### RESPONSIBILITIES

Duties include, but are not limited to, the review and interpretation of Policy/Information Memorandums from the State of New Jersey, Division of Aging Services, specific to Older Americans Act legislation and procedures, with a focus on programmatic and fiscal reporting compliance.

### SKILLS/ABILITIES

- Excellent verbal, written, and presentation skills
- Ability to interact and maintain a good rapport with the public, co-workers, supervisors, elected officials, and community leaders.
- Ability to prioritize and organize multiple projects, multitask and proficiently manage time and resources.
- Strong proficiency in Microsoft Office Suite and the ability to use or quickly learn work-specific technologies.
- Flexibility and willingness to accept changes in priorities, as necessary.

### REQUIREMENTS

Four (4) years of professional experience relevant to the position **OR** possession of a bachelor's degree from an accredited college or university.

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions. Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

**LICENSES:**

Must possess a valid state driver's license.

**WORKING HOURS:**

Mon-Fri, between the hours of 8:30 am - 4:30 pm.

**SALARY:**

Commensurate with experience

**TO APPLY:**

Mercer County residency required. Send application, resume and cover letter to: Erica Saganowski, Deputy Director Human Services, Mercer County Administration Building, 640 South Broad Street, PO Box 8068, Trenton, NJ 08650-0068 or via e-mail to [esaganowski@mercercounty.org](mailto:esaganowski@mercercounty.org).