



Areawide Aging Agency

Job Title: Planner
Department: Planning and Programming
Reports to: CEO and Senior Planner
FLSA Status: Exempt
Approval: Jim Hopper, CEO
DATE: May 5, 2026

Areawide Aging Agency employee performance expectations: In the performance of their respective tasks and duties, all team members are expected to meet the following requirements:

Work independently performing quality work within deadlines while understanding the necessity for communicating and coordinating work efforts with other team members, service providers, end-users, and clients.

Have computer skills, maintain the technical proficiency necessary to complete their duties and have excellent written and verbal communications abilities with attention to detail.

Establish and maintain effective professional working relationships with team members, management, and the people we serve.

Maintain strict confidentiality as directed, be honest, trustworthy, dependable, and flexible.

Position Purpose: Under the general supervision of the CEO and Senior Planner, this position is responsible for monitoring and providing technical assistance to the Older American Act funded contractors, assisting with the development of the Area Plan, and working to identify and secure additional resources to be used for assisting low-income seniors.

Essential Duties and Responsibilities: Include, but are not limited to the following:

Maintains regular attendance at work and is consistently on time; office hours are 8:30 – 5:00, unless other arrangements have been approved by the CEO.

Contributes to the positive reputation of the organization, always exhibiting professional behavior in the presence of clients, visitors, and representatives of other agencies.

Provides exceptional customer service in all interactions in person or by telephone, being helpful and professional and offering additional information as appropriate that may be of help to the customer.

Develops area plan goals and objectives based on results of the activities listed above, as well as on state and federal program mandates.

Monitors and assesses funded programs and projects. May develop and revise assessment tools for this purpose.

Coordinates AAA activities with other agencies and organizations involved in the delivery of services to the elderly. Works to broaden public support of services to the elderly via coalition building and other appropriate activities.

Conducts and arranges training for project staff, community agencies or organizations and volunteers.

Provides for systematic data collection and analysis of the needs of the elderly in the planning and service area (PSA), including the special needs of the low income, low-income minority, and frail or disabled elderly.

Conducts analysis of the service system and identifies gaps in same.

Assists in the dissemination of information to elected officials, local governments, community businesses, media representatives, and the general public regarding the needs of the elderly in the PSA.

May supervise other staff.

Performs other duties as directed.

Knowledge and Skills: Knowledge of needs of older people and the aging network in the planning and service area. Interpersonal and communication (including telephone) skills. The person in this position is expected to have a working knowledge and understanding of the parts of the Older Americans Act that directly apply to our work, and Oklahoma Department of Human Services policies that govern our operations.

Qualifications: Undergraduate degree from an accredited college or university in sociology, psychology, social work or related field. Minimum of three years' experience working in aging or another related field.

Competitive Salary and benefits, dependent on experience.

Work Environment: The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups, clients, customers, and the general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While

performing the duties of this job, the employee is regularly required to walk, sit, use hand to finger, handle or reach with hands and arms, to talk or hear. The employee is frequently required to stand. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee may occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Noise: The noise level in the work environment is generally moderate.

Safety: The employee shall be knowledgeable about and follow Areawide Aging Agency's safety policies and procedures. Employees should immediately report (i.e., during current shift) any accidents, unusual occurrences, or any other safety-related issues to the immediate supervisor.

Dress Code: This position will require direct interaction with the public and will be required to adhere to professional attire. Male employees are required to wear slacks that are neat and clean in appearance, and either short-sleeve or long sleeve shirts with collars, or polo shirts with collars. Female employees are required to wear slacks, skirts or dresses, tops, and sweaters that are nice, and clean. Fridays are considered casual days, but all apparel must be nice, clean, and professional in appearance. Shorts, T-shirts, halter tops, tube tops, shirts with inappropriate slogans, tattered, dirty, un-kempt clothing will not be considered as appropriate for this position. Jeans are allowed on Fridays for those employees who do not have appointments; jeans must be clean, pressed, and free of tears or holes.

The omission of specific statements or duties listed above does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between Areawide Aging Agency and the employee and is subject to change by Areawide Aging Agency as the needs and requirements of the job change.

Areawide Aging Agency is an Equal Opportunity Employer.
