

**THE GERONTOLOGIST AS AN
ADMINISTRATOR: BY THOMAS A. RICH**

— THE —
GERONTOLOGIST
— AS AN —
ADMINISTRATOR



*Jeffrey A. Giordano
and Thomas A. Rich*

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Review

"At last! A textbook for management courses in aging that is not borrowed from other disciplines. The authors, as professors, have each trained hundreds of agency and company administrators in Florida. They blend gerontology and current management theory and practice, applying them to the nuts and bolts of organizational life. If you teach management courses in a graduate gerontology program, you must see this text. It is wonderful."-Charles F. Longino, Jr., Director Reynolda Gerontology Program Wake Forest University

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About the Author

JEFFREY A. GIORDANO was an Associate Professor and member of the Department of Gerontology at the University of South Florida. He was also an organizational improvement consultant and seminar leader. Giordano's research and teaching focused on administration, economics of aging, aging families, and mental health issue of older adults. His management consulting experiences included long-term care, hospitals, community health services, and independent living communities. He had authored 15 scholarly journal articles, numerous articles on administrative processes in trade journals, and a book chapter, The Aged within a Family Context, in The Handbook of Psychology and Therapy.

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For students and practitioners of gerontology, this indispensable text examines all aspects of administering services to older adults. Jeffrey A. Giordano and Thomas A. Rich, both professors of gerontology with extensive experience in administration, surveyed practicing administrators over a two-year period. The resulting integration of administrative theory and practice is evident throughout this book's 13 chapters, which address everything from leadership styles and management techniques to ethical issues and community relations. In addition, the authors thoroughly examine the most widely encountered facets of the typical gerontologist administrator's career, including communication, organizational structure, the role and function of human resources administration, motivation and productivity, supervisory responsibilities, staff development, financial management, strategic planning, program evaluation, and organizational change.

Both undergraduate and graduate students of gerontology will benefit from using Giordano and Rich's book as a core text for administration courses. Professors of gerontology administration will be relieved at last to have found a work that emphasizes the unique requirements of administering older adult programs. The authors consider all three service sectors--private, public, and not-for-profit--in addressing those who are now in administration, those who aspire to be administrators, and those who will be surprised someday to be offered administrative responsibilities. Assuming a basic knowledge of gerontology, the text includes a learning experience following each chapter that allows readers to apply their knowledge of the field in a practical manner. Other special features include information on such contemporary challenges as how to use volunteers effectively, how to integrate ethics into programs for older adults, how to involve staff in administrative activities, how to make the most of public relations and fund-raising opportunities, and how to develop special projects.

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