

0310

JURISDICTIONAL CLASS NC

APPROVED: CSB *CSB*

GRADE FR

DATE: 09/20/11

YOUTH BUREAU DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administering all County Youth Bureau programs including public relations, agency coordination, and business activities. The incumbent is responsible for developing or approving a wide range of delinquency projects and youth service programs. In addition to Bureau initiated projects, the Director advises/monitors private and public youth service programs participating in the County Comprehensive Plan. The Work is performed under the general supervision of the County Administrator with wide leeway permitted in developing and administering the over-all program. Consultory input is received from the County Youth Advisory Board. Supervision is exercised over a small subordinate staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

- Develops and/or coordinates development of planning documents for the New York State Office of Children and Family Services or appropriate State Agency;
- Develops the County Comprehensive Plan for youth services;
- Plans, organizes, coordinates, acts as an advisor to and administers variety of recreational and youth service activities for the benefit of children and young persons;
- Prepares news and publicity releases, exhibits, displays and other materials for informing the public of youth activity programs;
- Plans and prepares tentative budget, allocates expenditures and disbursements and recommends needs appropriations for local youth recreation and youth service programs;
- Prepares or advises in the preparation of applications for State and Federal reimbursements of programs operated or proposed by the Youth Bureau, contract agencies or other public or private groups;
- Establishes and coordinates training programs, conferences, meetings and workshops for youth serving personnel and volunteers throughout the County;
- Meets with lay and professional groups to promote program objectives;
- Serves as liaison with local government youth commissions assisting with planning and coordinating individual or cooperative recreation programs, youth service programs and activities;
- Coordinates the utilization of community service and recreation resource and facilities to further program objectives;
- Researches funding sources and prepares grant proposals;
- Refers inquiries for assistance to appropriate agencies or individuals;
- Prepares correspondence and activities reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of factors underlying youth development and growth;
Good knowledge of the economic, psychological and social factors affecting social maladjustment and delinquency;
Good knowledge of modern methods of fiscal budget preparation and control;
Working knowledge of modern public relations techniques;
Ability to plan, promote and coordinate a comprehensive county wide program of youth development services;
Ability to plan and supervise the work of others;
Ability to perform research and to prepare detailed reports;
Ability to meet the public and to address groups effectively;
Ability to secure the cooperation of others; tact; good judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and two (2) years of experience working with youth in recreation, education, youth development, character building, delinquency prevention or similar fields; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three (3) years of experience as described in (A) above.