

EXECUTIVE DIRECTOR - YOUTH BUREAU

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and supervisory position responsible for the planning, initiating, coordinating, directing, monitoring and evaluating of a variety of services to youth and for managing the business and fiscal activities of the Youth Bureau. This position involves a great deal of community interaction for the promotion of the concerns of youth and the youth development framework. Work is performed under the general direction of the County Executive and in accordance with the rules and regulations of the New York State Office of Children and Family Services. The Director is permitted wide latitude for exercising independent judgment in accomplishing duties. Supervision is exercised over professional and clerical personnel.

TYPICAL WORK ACTIVITIES:

1. Determines the extent and availability of services to youth and the need for expansion or consolidation of those services within the County;
2. Makes policy recommendations to the Youth Board, the county and the state government on the need for services based on determinations from collected information;
3. Prepares and submits plans for comprehensive programs to the Youth Board, the County Executive, the Legislature and the Office of Children and Family Services for review;
4. Supervises the preparation of the integrated county process to submit required Child and Family Services Plan with Department of Social Services for submission to New York State Office of Children and Family Services;
5. Supervises the operation of the Youth Services Unit, a counseling and referral service for young people;
6. Supervises the preparation of applications for federal, state and other financial assistance from agencies seeking to develop and expand youth programs and services;
7. Supervises the compilation of data and preparation of reports concerning economic, sociological and other conditions as they relate to the problems and programs for youth;
8. Responsible for office operations including procedures, budget preparations and compliance;
9. Works with local and regional municipalities, public and private agencies and groups including young people to encourage cooperation and other conditions beneficial to youth programs and the welfare of youth;
10. Prepares and supervises preparation of news and publicity releases, radio announcements, and other public relations materials;
11. Coordinates the activities of the Youth Board in relation to the department, including scheduling and attending all meetings of the Youth Board;
12. Attends meetings on a regular basis as a representative of the department and the County;
13. Monitors and evaluates programs providing services to youth whether administered directly or indirectly by the County;
14. Advises and aids agencies in the coordination and administration of programs and promoting principles of youth development;
15. Initiates the establishment and administration of programs for youth as deemed necessary;
16. Meets with and addresses a variety of individuals and groups on the needs, problems and services for youth across the community;
17. Does related work as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the characteristics, problems, needs and interests of youth, including youth development principles and juvenile delinquency; thorough knowledge of administrative principles and practices and of their effective application; thorough knowledge of community resources and facilities available to youth; good knowledge of modern public relations techniques; working knowledge of basic fiscal practices and policies; working knowledge of the principles and practices involved in evaluating and planning comprehensive youth services programs including performance outcome measurement; ability to supervise the work of others; ability to plan, promote, direct and coordinate a comprehensive community-wide program of services for youth including youth development and delinquency prevention; ability to address and work effectively with a wide range of groups and individuals; ability to communicate effectively, both orally and in writing; ability to motivate others; tact; initiative; 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 years of full-time paid work experience in the area of youth, such as youth development, delinquency prevention, education or similar fields. In addition, one year of the above experience must have been in an administrative or supervisory capacity;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and four years of full-time paid work experience in the area of youth, such as youth development, delinquency prevention, education or similar fields. In addition, one year of the above experience must have been in an administrative or supervisory capacity;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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