

## YOUTH SERVICES DIRECTOR

### DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the analysis, development, promotion and coordination of programs including budget control of grant-funded programs related to the social problems and needs of local youth. The incumbent will represent the City in matters related to the protection and welfare of youth based on the information gained from research and analysis. Information gained will pertain to the needs of the population, as well as the nature and character of the relationships developed with the various public and private agencies that are active in programs for and with youth. The work is performed under the general direction of a higher-level administrator with wide latitude being given to perform duties and responsibilities. Supervision is exercised over a staff of professional and clerical personnel.

### TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Establishes and sustains youth programs for the City residents including but not limited to programs involving but not limited to academics, the arts, and athletics;
2. Administers the operations and disbursements of the City's youth grant programs;
3. Responsible for the procurement, coordination and budget control of grant-funded programs, and will also apply for supplemental funding from other eligible sources to help sustain and grow the grant programs;
4. Acts as liaison with the City of Poughkeepsie, the City School District, Dutchess County and external stakeholders and non-profit organizations;
5. Creates and maintains a centralized directory of all youth services available to the public and easily accessible for eligible City residents;
6. Researches programs and activities of public and private agencies affecting youth;
7. Develops and makes recommendations on the policies and programs concerning the social behavior and well-being of the community's youth;
8. Consults with the stakeholders and other policy-making officials on the availability of resources for youth programs;
9. Meets with public and private agencies such as corporations and religious institutions to stimulate and channel youth-directed activities for the best interest of the total program;
10. Plans and implements a program of collecting, tabulating, and analyzing data on the incidence of youth crime from the various courts, police departments, the Sheriff's Department and the District Attorney's Office;
11. Develops programs and procedures for promoting employment opportunities for youth;
12. Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

**YOUTH SERVICES DIRECTOR (Cont'd)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the social factors which contribute to the development of the city's youth ; thorough knowledge of community organization with particular emphasis on the public and private agencies serving youth; good knowledge of the principles of social research and the collection of social statistics; ability to obtain cooperation of social work, correctional, law enforcement, and service agencies; ability to analyze and evaluate a mass of raw factual data; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the duties of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Master's Degree in Sociology, Psychology, Social Work, Education, Counseling or a closely related field and one (1) year of full-time paid work experience administering or directing a community organization or youth services program which included counseling of youth;
- OR:            (B)     Bachelor's Degree in Sociology, Psychology, Social Work, Education, Counseling or a closely related field and two (2) years of full-time paid work Experience administering or directing a community organization or youth services program which included counseling of youth;
- OR:            (C)     An equivalent combination of education, training and experience between the limits of (A) and (B) above.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED:     6/28/22