

## YOUTH BUREAU DIRECTOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for research into various problems for the youth of the community and for planning, initiating, coordinating and reviewing a variety of delinquency prevention and control projects and youth development programs. The incumbent will have responsibility to administer a county wide youth program designed to promote positive growth and development for youth. Additionally the incumbent will have responsibility for the review of programs provided for by contractual agreement with public and private agencies. The work is performed under the general direction of the Commissioner of Social Services and the Youth Board and in accordance with recognized professional procedures and policies. The Director is permitted wide latitude for the exercise of independent judgment in developing and administering the overall program. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Plans, promotes, initiates and coordinates a variety of special activities to protect the welfare of children and youth;
- Meets with lay and professional groups and delivers addresses on youth problems and the work and objectives of the Youth Bureau;
- Meets with private and public agencies to discuss policies and procedure for the promotion of youth development;
- Reviews and processes applications to be approved by the Youth Board for agencies to participate in youth recreation and/or service projects;
- Compiles and prepares reports on economic, psychological and sociological conditions of the county as they relate to Youth Bureau activities;
- Performs research, plans and — prepares tentative budgets, allocates expenditures and disbursements and recommends needed appropriations under the direction of the Youth Board;
- Provides information to municipalities and non-profit agencies concerning the availability of funds for youth programs;
- Prepares publicity releases, special exhibits and displays, radio announcements, feature stories and other public relations material;
- Refers youth with special needs or problems to appropriate agencies and individuals;
- Prepares applications for special funding sources as appropriate;
- Provides a clearinghouse for all youth services and activities in the county;
- Monitors and evaluates all state and county funded programs through the Bureau.

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

Good knowledge of factors underlying youth development and growth; good knowledge of economic, psychological, social profile of the community; working knowledge of modern methods of fiscal budget preparation and control, including grant writing; working knowledge of modern public relation techniques; demonstrated ability to plan, promote and coordinate a county wide program of youth development services; 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:** Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree OR an Associate's Degree and two years of experience within youth oriented programs.

NOTE: Youth oriented programs include such programs as Girl Scouts, Boy Scouts of America, YMCA, YWCA, Girls Clubs, Boys Clubs, 4-H Clubs, teaching/guidance counseling.

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| <b>Jurisdiction Class:</b> | <b>Non-Competitive</b> |
| <b>Civil Division:</b>     | <b>County</b>          |
| <b>Adoption by PO:</b>     | <b>9/7/1988</b>        |
| <b>Revised:</b>            | <b>11/20/2015</b>      |

