

Coordinator of Community Youth Services Tompkins County

Department: Youth Services

Classification: Competitive

Labor Grade: White Collar Grade 14

Approved: Bd. Res. #CA031-93

Revised: 03/18; 8/18; 10/20

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered university with a Master's Degree **AND** three (3) years of experience coordinating a youth or human services program; **OR**
- (b) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree **AND** five (5) years of experience coordinating a youth or human services program; **OR**
- (c) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree **AND** seven (7) years of experience coordinating a youth or human services program; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Coordinator of Community Youth Services position is responsible for helping to shape the broad policy goals adopted by the County Youth Services Board and for translating those broad policies into the specific department goals, objectives and work plans to enable local municipalities and not-for-profit agencies to implement effective youth development and delinquency prevention programs. The work involves engaging elected officials and agency directors in cooperative planning and negotiation of service systems and multi-program contracts. The Coordinator's work involves community organizing and development activities, development of appropriate needs assessments, multiple source budgets, evaluation and consultation with boards of directors, elected boards as well as program staff to enable them to plan, finance, implement and evaluate effective county-wide and local youth services. The position is responsible for contract management and direct monitoring of county funded programs. The position will be responsible for serving as a leader of a work group, project or activity on departmental projects which they initiate. In addition to working with individual communities and agencies, the position is responsible for initiating and implementing systems and procedures to promote inter-municipal and inter-agency agreements and coordination of services. The work is performed under the general supervision of the Youth Services Director.

TYPICAL WORK ACTIVITIES:

- Develops departmental goals, objectives and work plans within the broad guidelines of the Comprehensive Plan, as well as needs assessments to guide the services provided by the Youth Services Department to each of the County's municipalities and not-for-profit agencies that provide youth development, delinquency prevention, youth employment, and runaway and homeless youth services;
- Negotiates multi-program contracts and intermunicipal agreements with supervisor, mayors, elected officials, youth commissions and directors and/or program coordinators of youth service agencies;
- Initiates and directs community planning to meet high priority needs identified in the County's Comprehensive Youth Services Plan as well as the Youth Services Needs Assessments;
- Develops resource allocation and program evaluation procedures to achieve the broadly stated goals of the Youth Services Board. Tasks include designing requests for proposals, consulting with potential applicants on program design and budget planning, analyzing program and budget proposals for Youth Services Board volunteers to evaluate funding requests, and designing program and expense reporting systems;
- The Coordinator may be responsible for and/or assist with the Runaway and Homeless Youth Services, convenes a county advisory group, develops new programs and monitors funded programs to assure that objectives are achieved and that all state regulations are implemented and enforced and initiates inter-agency coordination efforts;

- The Coordinator may be responsible for and/or assist with the Youth Employment Services, convenes a county advisory group, develops new programs and monitors funded programs in partnership with the Workforce Development Board to assure that objectives are achieved and that all state regulations are implemented and enforced and initiates inter-agency coordination efforts;
- Conducts research and policy analyses, staying abreast of best practices, to propose program and policy options for the County Youth Services Board's review and adoption;
- Establishes and oversees implementation of monitoring standards and procedures, including researched based evaluation assessments, for all communities and programs and application to specify county funded programs;
- Analyzes program and county-wide needs for planning, staff and board training, youth worker trainings, budgeting and evaluation assistance and inter-agency or inter-municipal coordination;
- Supervises the assignments and performance of interns and assigned youth services staff and conducts performance evaluations according to County and Departmental policies;
- Plans and oversees the accomplishment of departmental team projects which entails recommending assignments for all department staff and supervision of staff responsible for project tasks, in partnership with other staff members;
- Prepares program and statistical reports for the Youth Services Director, the County Youth Services Board, Legislature and/or local governments, in partnership with other staff members;
- Researches and writes grant proposals to enable the County or priority programs to secure state, federal and/or private funds to implement priority services;
- Initiates requests for services from other county departments and funding agencies to assist municipalities and agencies in planning and running programs;
- Initiates a variety of systems to facilitate inter-municipal and inter-agency coordination;
- Coordinates community planning in response to State or Local mandated priorities.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough understanding of youth and human services planning and management processes;
- Thorough knowledge of the concepts and methods of community development, local government and the administration of not-for-profit agencies and the role of citizens policy and advisory boards;
- Thorough knowledge of program planning, budgeting, program accountability and contract management;
- Ability to establish and maintain effective working relationships with elected officials, other funding agencies, agency directors, program staff, community volunteers serving on advisory boards and boards of directors;
- Excellent skills in collecting, organizing, and interpreting data and information for planning and evaluation;
- Excellent written and verbal communication skills;
- Very good organizational and problem-solving skills;
- Ability to generate documents and spreadsheets on a personal computer;
- Ability to effectively plan, supervise and evaluate the work of others;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations;
- The ability/flexibility to work outside of a typical office day schedule which may include night and weekend hours;
- Ability to travel throughout Tompkins County.

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS: The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodations.

Psychological demands are moderate for this position. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation with contract agencies, municipalities and throughout the organization. External contacts are with professional associates, liaisons, community groups and involve the development of professional networks and the successful implementation of youth services programs. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

Originally created 1993

