

Youth Services Associate Tompkins County

Department: Workforce Development

Classification: Competitive

Labor Grade: Labor Grade 14

Approved: 5/12/20

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 years of experience coordinating a youth or human service 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 years of experience coordinating a youth or human service program; **OR**
- (c) Graduation from a regionally accredited or New York State registered two-year college with an associate's Degree **AND** seven years of experience coordinating a youth or human service 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 others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The position is responsible for helping to shape the broad policy goals adopted by the Workforce Development Board and for translating those broad policies into the specific department goals, objectives and work plans to enable the County and not-for-profit agencies to implement effective youth employment programs. The work involves engaging agency directors, program specialists and community partners in cooperative planning and negotiation of service systems and multi-program contracts. The associate's work involves advising the development of youth employment programs, and consultation with the Workforce Development Board and 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 related to these services. 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 Director of the Tompkins County Workforce Development Board.

TYPICAL WORK ACTIVITIES:

- Develops departmental goals, objectives and work plans within the broad guidelines of the WIOA Youth and Summer Youth Employment Program (SYEP) to guide the services provided by the Office of Employment and Training (the Career Center);
- Negotiates multi-program contracts and intermunicipal agreements with supervisor, mayors, elected officials, youth commissions and directors and/or program coordinators of youth service agencies;
- Develops resource allocation and program evaluation procedures to achieve the broadly stated goals of the Workforce Development Board. Tasks include designing requests for proposals, consulting with potential applicants on program design and budget planning, analyzing program and budget proposals for the Workforce Development Board to evaluate funding requests, and designing program and expense reporting systems;
- The Associate develops new programs and monitors funded programs on behalf of the Workforce Development Board to assure that objectives are achieved and that all state regulations are implemented and enforced;
- Conducts research and policy analyses, staying abreast of best practices, to propose program and policy options for the Workforce Development Board's consideration, review and adoption;
- Establishes and oversees implementation of monitoring standards and procedures, including research-based evaluation assessments, for all communities and County funded programs;
- Supervises the assignments and performance of workforce development interns, especially those carrying out research regarding youth employment programs and services;

- Prepares program and statistical reports for the Youth Services Director, the County Youth Services Board, Legislature and/or local governments;
- Research and write grant proposals to enable the County or priority programs to secure State, Federal and/or private funds to implement priority services;
- Initiates requests for youth employment services from other County departments, funding agencies, and businesses as employers to assist in planning and running programs;
- Initiates a variety of systems to facilitate inter-municipal and inter-agency coordination;
- Coordinates youth employment planning in response to State or Local mandated priorities.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough understanding of youth and human service planning and management processes;
- Thorough knowledge of the concepts and methods of labor markets, 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.
- 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 accommodation. 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.

Created 5/20

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