

YOUTH BUREAU DIRECTOR Tompkins County

Department: Youth Bureau

Classification: Competitive

Labor Grade: P(86)

Approved: 8/8/77, Bd. Res. 197

Revised: 6/80; 9/80; 11/90; 6/91; 12/09

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) A Master's degree from a regionally accredited or New York State registered college or university **AND** two years full-time paid satisfactory experience in administration and supervision that included program planning and budgeting in community organization or a field related to serving youth; **OR**

(b) A Bachelor's degree from a regionally accredited or New York State registered college or university, **AND** four years of full-time paid satisfactory experience in administration and supervision that included program planning and budgeting in community organization or a field related to serving youth; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial and administrative position involving considerable contact with and coordinating activity among municipalities and private and public agencies that provide youth-oriented programs. The position involves considerable independent judgment while working within policies and procedures established by the Youth Board, County Legislators, County Administrator and New York State Division for Youth. The incumbent is appointed by and is directly responsible to receive administrative supervision from the County Administrator or designee. The incumbent is responsible for the establishment and maintenance of the Comprehensive Plan and for meeting other regulations as promulgated by the Division for Youth to assure maximum state aid reimbursement for all eligible programs. Hiring, training and supervision of departmental personnel and the management of the business and financial activities of the Bureau are responsibilities of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares the Youth Bureau budget with the advice of the Youth Board;
- Compiles the county-wide programming budget and prepares a county-wide program proposal;
- Keeps abreast of state and federal grants applicable to this field, bringing them to the attention of the Youth Board, municipalities and agencies and prepares relevant applications for same;
- Prepares and supervises implementation of written contracts between the county and public and private agencies receiving Division for Youth funds;
- Collects data and interprets same to identify program needs and to evaluate the effectiveness of existing programs, at the county, municipal and agency levels;
- Assists municipalities and agencies in measuring the effectiveness of youth programs through the development of program monitoring and evaluation procedures;
- Reports program needs and actively participates in program development in all municipalities and agencies as requested;
- Actively encourages and assists municipalities and agencies in program planning, budgeting, writing proposals, applying for funds, and preparation of annual reports;
- Serves as a resource person regarding possible programs, programming aids, leadership and leadership training available to municipalities and agencies;
- Encourages the cooperation of private and public agencies in providing programs or programs assistance at the municipal and agency level;
- Coordinates, develops and maintains the County Comprehensive Plan in concert with the Youth Board;

- Works with other agencies, organizations and municipalities to see that recreation and youth service needs of all are met, without unwarranted duplication;
- Hires, trains and supervises Youth bureau staff, with the advice of the Youth Board;
- Assists in the formulation of policies and procedures for the bureau;
- Interprets State directives pertaining to youth and dispenses this information throughout the county;
- Meets with municipal boards, youth board, private agencies and other groups as needed to explain programs, funding, new legislation or other pertinent information to assist them in decision-making in this area;
- Delegates various tasks associated with the duties of the Director to appropriate staff members as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive understanding of factors involved in need for, and development of, youth service and recreation programs;
- Thorough knowledge of public and private agencies serving youth and their programs;
- Thorough knowledge of community organization related to youth programs;
- Thorough knowledge of public and private resource for the provision of youth services;
- Thorough knowledge of services and means of allocating funds for youth programs;
- Good knowledge of principles, practices and techniques of program planning and analysis;
- Good knowledge of governmental budgetary practices and procedures;
- Good knowledge of community and public relations techniques;
- Ability to obtain and accurately analyze data;
- Ability to address organizations and municipal and agency representatives effectively;
- Ability to effectively communicate, coordinate, plan and organize;
- Ability to secure the cooperation of others;
- Integrity, tact, diplomacy;
- Physical condition commensurate with demands of the position.