

YOUTH BUREAU PLANNER Tompkins County

Department: Youth Bureau

Classification: Competitive

Labor Grade: N(14)

Approved: 10/24/89, Bd. Res. #332

Revised: 12/27/89; 5/12/91

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in public or business administration, planning, human services or a closely related field and three years of full-time paid (or the equivalent part-time and/or volunteer) experience in designing and conducting needs assessment, program or community development plans, program evaluation or administration of a youth or human services program; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in public or business administration, planning, human services or a closely related field **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in designing and conducting needs assessment, program or community development plans, program evaluation or administration of a youth or human service program; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

NOTE: Nine credit hours of graduate study in social science research methods may substitute for one year experience in (a).

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

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing a variety of research and analysis activities associated with youth services planning and evaluation. The position is responsible for designing and implementing a comprehensive youth service planning process in developing policies, priorities, goals, and strategies to meet identified youth needs. This position is responsible for developing policies and evaluation criteria for the successful performance of youth programs by analyzing program data, conducting research studies, assessing current programs and new program proposals and preparing evaluation reports and funding recommendations. Work is performed under the general supervision of the Youth Bureau Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Evaluates on-going programs and policies, and researches new methods and programs for county youth development initiatives;
- Develops systems for collecting and evaluating research data on the planning and provision of youth services;
- Develops studies involving collecting, interpreting and analyzing quantitative and qualitative data on assigned projects;
- Develops and implements formative and summative evaluation tools and methods and recommends program evaluation criteria to the Youth Bureau;
- Collects information and prepares the compilation of statistical tables and special reports;
- Coordinates planning and evaluation functions with fiscal operations of the department;
- Assists in preparing grant applications for funding and program reports for state and local agencies;
- Develops a data base for tracking contracted services;
- Provides support services to Youth Bureau board members for planning, evaluation and funding decisions;
- Prepares and maintains records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of social science research and methods, and program and comprehensive planning methods and techniques;
- Thorough knowledge of accepted methods and procedures for data collection, analysis and interpretation of statistical and qualitative data;
- Good knowledge of human services and youth services program designs and operation of public and private agencies;
- Excellent written and oral communication skills and ability to follow general instruction;
- Ability to abstract, analyze and interpret material from a variety of sources;
- Ability to operate personal computer with use of word processing, spread sheet and statistical software packages;
- Physical ability commensurate with demands of the position.