

YOUTH SERVICES SPECIALIST Tompkins County

Department: Youth Bureau
Classification: Competitive
Labor Grade: K(11)
Approved: Board Res. #97 4/18/95
By: AF, Commissioner of Personnel
BBP Risk Factor: 3

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree **AND** two years experience in education, community development, youth or human services, or public administration; **OR**

(b) Completion of two years (60 credit hours) of study in a regionally accredited or New York State registered college or university **AND** four years experience in education, community development, youth or human service, or public administration; **OR**

(c) Any equivalent combination of training and experience as defined by (a) and (b) above.

NOTE: One year or more of graduate study in a regionally accredited or New York State college or university in the fields of social science, education or related field of study may be substituted for one year of experience.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting in the implementation of projects identified in the Comprehensive Youth Services Plan, or departmental work plans. The incumbent's responsibilities may involve research, program development, monitoring, evaluation and/or technical assistance plan and implement effective youth services. The Youth Services Specialist's work involves engaging municipal officials, community volunteers and/or direct and administrative staff of not for profit agencies in cooperative planning. The Youth Services Specialist may be assigned to work with municipalities and/or not for profit agencies. The Youth Services Specialist works under the supervision of the Director or Deputy Director. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists in maintaining effective local planning groups such as youth commissions or community councils;
- Assists in identifying current and future youth needs and program or financial resources to address priorities;
- Assists in communication among elected officials, community volunteers, program staff, schools, agencies and County departments;

- Assists in developing, monitoring and evaluating local youth programs;
- Assists in developing appropriate record-keeping systems to monitor program activities, results and finances;
- Gathers and analyzes needs assessment or evaluative data for program planning and improvement as needed;
- May assist in monitoring funded programs to assure compliance with approved program and budget and provides technical assistance as needed
- Prepares materials or reports as needed, such as the Summer Camp Guide.
- Other administrative or clerical duties to assist the department as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the typical problems and needs of modern youth;
- Working knowledge of the organization and operation of small groups and community agencies;
- Working knowledge of successful methods to recruit, train and develop volunteer leaders;
- Working knowledge of program planning and social research methods;
- Ability to plan and organize work and prepare accurate and clear written reports;
- Ability to communicate effectively and very good listening skills; and
- Physical condition commensurate with demands of the position.