

## **ASSISTANT DIRECTOR, YOUTH BUREAU**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work involving responsibility for assisting the Executive Director, Youth Bureau, in developing, implementing and directing a variety of youth development programs and services. The work is performed under the general supervision of the Executive Director, Youth Bureau and supervision is exercised over technical and clerical employees. Does related work as assigned.

### **TYPICAL WORK ACTIVITIES:**

Assists the Executive Director in developing, implementing and directing a variety of youth development programs and services and provides recommendations as needed;

Assists the Executive Director in initiating and coordinating meetings, workshops, training programs, special events and conferences;

Consults with civic, professional, student and service organizations in order to recruit for and educate about the youth development programs and services, etc.;

Manages the coordination of state and federal aid from the youth bureau to nonprofit agencies and municipalities, ensures regulatory compliance;

Meets with public and private organizations to coordinate resources, develop innovative programs, secures funding for services, etc., and creates suitable youth and family services to address identified needs;

Coordinates the activities of the office staff and various committees;

Acts as liaison between the staff, contract agencies and other youth-related agencies in carrying out agency policies;

Prepares and maintains a variety of records and reports;

Assists in the preparation of news and publicity releases;

May assist the Executive Director in preparing the department's annual budget and may monitor expenditures and revenues;

May act as liaison with federal, New York State, regional and local organizations and individuals that oversee and participate in youth programs;

May act for, and in place of, the Director, as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of programs for youth, including community resources and organizations; good knowledge of federal and New York State regulations regarding youth programs and funding; good knowledge of the principles and practices of administrative techniques and procedures, including budget preparation; good knowledge of the economic, psychological and sociological factors impacting youth; ability to plan, coordinate and direct the work of others; ability to perform research and prepare reports; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others; ability to interpret written material, especially guidelines and regulations pertaining to youth programs.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Sociology, Psychology, Human Services, Social Work, Education, Counseling, Behavioral Health, Public Administration, Business Administration, or comparable curriculum, and two (2) years of work experience that substantially involved face-to-face public contact\* with clients or youth and/or the oversight, development, or coordination of youth programs, of which one (1) year must have been supervising or managing staff.

**NOTE:** Additional years of the required experience may be substituted for the college degree on a year-for-year basis.

(over)

\*Public Contact shall be defined as contact with clients, customers of members of the public involving persuasion, negotiation, counseling, and similar activities. The nature of the contact is such that it requires judgement on the part of the individual in dealing with or responding to another person.

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Competitive

11.01.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.