

EXECUTIVE DIRECTOR, YOUTH BUREAU

DISTINGUISHING FEATURES OF THE CLASS: This is professional, administrative, and program development work that involves responsibility for planning, initiating, coordinating, and reviewing programs and services for youth and families. The work is performed under the general supervision of the County Executive or his/her designee and supervision is exercised over professional, paraprofessional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, develops, and implements programs to serve the needs of youth;
Prepares, implements, and monitors a comprehensive plan for youth services, including the development of needs assessment strategies, and evaluates the effectiveness of such youth services;
Oversees and develops procedures to ensure compliance with Federal and New York State regulations regarding youth programs;
Interprets Federal, New York State, and local policies and procedures related to youth programs and services in order to ensure the effective delivery of services and compliance with regulations;
Develops and coordinates outreach initiatives to enhance service delivery and promote Youth Bureau programs, including meetings, workshops, training programs, conferences, and special events;
Promotes relationships with local community groups, public and private organizations, potential employers, etc. in order to coordinate resources, develop new programs, secure funding, and enhance services for youth;
Researches opportunities for grant-funded programs and prepares proposals to secure grant-funding;
Acts as liaison to federal, New York State, regional, and local organizations and individuals that oversee and participate in youth programs;
Prepares and disseminates information in order to inform the community about youth programs and special events;
Monitors non-profit agencies and local municipalities receiving Division for Youth funds in order to ensure compliance with regulations;
Prepares a variety of reports, as necessary;
Prepares the department's annual budget and monitors expenditures and revenues;
Completes special projects, as assigned by the County Executive.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of programs for youth, including community resources and organizations;
thorough knowledge of federal and New York State regulations regarding youth programs and funding;
thorough knowledge of the principles and practices of administrative techniques and procedures, including budget preparation; thorough knowledge of economic, psychological, and sociological factors impacting youth; ability to plan, coordinate and direct the work of others; ability to plan, promote, direct and coordinate a comprehensive program for youth; ability to perform research and to 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 understand and 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 four (4) years of work experience that substantially involved face-to-face public contact* with clients or youth, and/or the oversight, development, or supervision of youth programs, of which two (2) years must have been supervising or managing staff.

(over)

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

SPECIAL REQUIREMENT: Possession of a valid driver's license.

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