

ASSISTANT DIRECTOR, YOUTH BUREAU

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

TYPICAL WORK ACTIVITIES:

Assists the Executive Director, Youth Bureau, by gathering and evaluating pertinent information and making effective recommendations for a variety of children, youth and family services;

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

Addresses civic, professional, student and service organizations;

Coordinates State and Federal aid allocated by the Youth Bureau to non profit agencies and municipalities, including responsibility for ensuring compliance with regulations;

Assists public and private organizations by coordinating resources, developing new programs, securing funding, etc, in developing appropriate youth and family services to meet identified needs;

Assists agencies in securing funding for services;

Coordinates the activities of the office staff and various committees such as the Youth Bureau Board of Directors;

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

Directs agency operation in the absence of the Director;

Develops and maintains a variety of statistical reports;

Assists in the preparation of news and publicity releases;

Prepares a variety of records and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of factors underlying juvenile delinquency and personal maladjustment, including economic, psychological and sociological factors; good knowledge of the principles and practices of administering services to youth; *good knowledge of community resources providing programs for youth; *good knowledge of social systems; working knowledge of State, Federal and private funding sources; ability to communicate effectively, both orally and in writing; ability to interpret complex written material; ability to prepare reports; ability to supervise the work of others.

(over)

MINIMUM QUALIFICATIONS: Bachelor's degree in Sociology, Psychology or related and two (2) years of work experience which involved substantial face-to-face contact** with clients or youth.

NOTE: One (1) year or more of paid work experience which substantially involved counseling youth, coordinating services or programs, or related, may be substituted for the specialized Bachelor's degree.

*To be demonstrated during the probationary period.

**Contact shall be defined as 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.