

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 for youth including delinquency prevention and other programs aimed at promoting the well being of youth. The work is performed under the general supervision and within the policy of the Board of Directors of the Youth Service Bureau 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; good knowledge of factors underlying juvenile delinquency and its prevention, including economic, psychological, and sociological factors; good knowledge of the principles and practices of modern administrative techniques and procedures, including basic budget preparation; ability to plan, coordinate and direct the work of others; ability to plan, promote, direct and coordinate a comprehensive community wide program of delinquency control and prevention; ability to perform basic research and to prepare detailed reports; 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: Possession of a Bachelor's degree or higher in Psychology, Human Services, Social Work, Education, Public Administration, Business Administration or comparable curriculum and four (4) years of work experience that substantially involved face-to-face contact with clients (business or government) or youth, and/or the oversight, development, or supervision of youth programs.

NOTE: Additional years of the required experience may be substituted for the Bachelor's degree on a year-for-year basis up to four (4) years.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle license.

*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.