

COUNTY YOUTH BUREAU DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving the coordination of programs and activities of municipal youth bureaus and agencies on a countywide basis. The work involves advising local youth bureaus and agencies regarding the availability of grants to support youth activities and managing the business and financial activities of the youth bureau. The work is performed under the general direction of the Chief Executive and the County Youth Board with wide latitude in developing and administering programs in youth services, youth development, delinquency prevention, detention services, runaway and homeless youth services and handicapped education administration. Supervision is exercised over subordinate staff. A County Youth Bureau Director does related work as required.

TYPICAL WORK ACTIVITIES:

- Conducts surveys and otherwise gathers information and statistics on youth programs and available services as a basis for developing feasible services for county youth;
- Coordinates services with area religious organizations and municipal recreation and youth agencies;
- Stimulates public awareness of youth problems and opportunities through publicity, new releases, and public speaking engagements;
- Prepares applications for grants in aid for programs to create or expand services to youth;
- Performs where necessary, technical services related to juvenile delinquency prevention and control, and/or directs referrals of cases to proper agencies;
- Meets with other public and private agencies to stimulate and channel youth activities for the best interest of the community;
- Performs a variety of administrative tasks to coordinate Youth Board policy and plans;
- Prepares and submits periodic activity and financial reports;
- Assists in the formulation of policies and long term plans involving youth services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of individual and social factors contributing to personal maladjustment; working knowledge of adolescent psychology and behavior; working knowledge of modern methods of maintaining financial and statistical records; working knowledge of modern public relations techniques; ability to promote, plan, and organize a wide variety of youth service programs on a moderate scale; resourcefulness in the solution of administrative problems; ability to get along well with others and to secure their cooperation; ability to understand and carry out oral and written directions; good judgement; reliability; physical condition commensurate with the job.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree and either:

A.) Possession of a Master's degree in education, counseling, guidance, or the social or behavioral sciences;

OR

B.) Two years of experience involving the delivery of social, economic, educational, or emotional support services to youths;

OR

C.) Two years of administrative or supervisory experience involving either direct contact with youths or the administration of a program or programs serving youths;

OR

D.) An equivalent combination of training and experience as defined by the limits of B or C.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 1/21/92

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