

YOUTH BUREAU ADMINISTRATIVE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Youth Bureau Director in developing, updating, and maintaining a comprehensive Youth Bureau program, including related fiscal policies and procedures. The work is performed under the general direction of the Executive Director of the County Youth Bureau. An incumbent provides direct supervision over subordinate staff. A Youth Bureau Administrative Officer does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists the Director in developing policies and procedures to carry out youth programs in accordance with guidelines and regulations of the New York State OCFS;
- Assists in developing and monitoring Youth Bureau program budgets;
- Assists in monitoring outside agency programs funded by the Youth Bureau;
- Works with other County departments, schools, and outside agencies to help develop comprehensive youth programming;
- Completes reports and applications necessary for the continued funding of youth programs;
- Seeks new sources of funding for the continuation and enhancement of youth programs;
- Makes recommendations and provides guidance in assisting subordinates in determining needs of clients;
- Makes community contacts in an effort to develop programming which meets the needs of youths and their families;
- Schedules and arranges appointments with staff;
- Compiles and maintains a variety of records, reports, statistics, etc., related to the operation of the department;
- May serve on various committees representing the Youth Bureau;
- Acts for and in place of, the Youth Bureau Director in his/her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the fiscal requirements, policies, rules, and regulations needed to secure funding and reimbursement from New York State Division for Youth, good knowledge of the techniques of report writing; ability to follow oral and written directions; ability to plan and direct the activities of others; ability to establish and maintain helping relationships with people; initiative and resourcefulness; tact and courtesy; integrity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in the social or behavioral sciences, education or business administration, and two years of experience involving the administration, delivery, or monitoring of adolescent services;

OR

- B) Graduation from a regionally accredited or New York State registered college or university with an associate degree in the social or behavioral sciences, education or business administration, and four years of experience involving the administration, delivery, or monitoring of adolescent services.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/23/98

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