

DEPARTMENT: YOUTH BUREAU
CLASSIFICATION: NON-COMPETITIVE
APPROVED: SEPTEMBER 15, 2016

FLSA Status: Exempt/Executive 1/4/2010

YOUTH BUREAU DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work involving responsibility for planning, initiating, coordinating and reviewing a variety of delinquency control and prevention projects and for managing the business and financial activities of the Youth Bureau. This work includes the granting of financial aide to public or private agencies, public relations and agency coordination and the business activities of the Bureau. The Director does not provide direct counseling for casework services to youth. Rather, he/she refers persons needing such services to appropriate agencies. The work is performed subject to administrative approval of the Youth Board in accordance with recognized professional procedures and established policies. The Director is permitted wide leeway in developing and administering the overall programs. Supervision is exercised over the work of a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs a variety of professional and administrative tasks in developing and operating the Youth Bureau program;
2. Plans, promotes, initiates and coordinates a variety of special activities to protect the welfare of children and youth;
3. Meets with lay and professional groups and delivers addresses on youth problems and the work and objectives of the Youth Bureau;
4. Meets with private and public agencies to discuss policies and procedures regarding treatment and prevention of juvenile delinquency and maladjustment;
5. Reviews and approves applications of agencies to participate in recreation and youth service projects;
6. Compiles and prepares reports regarding economic, psychological and sociological conditions of the County as they relate to the problems of juvenile delinquency and Youth Bureau activities;
7. Supervises the preparation and maintenance of records and reports on the extent and nature of juvenile offenses, effectiveness of programs and treatment methods;
8. Performs research, plans and prepares tentative budgets, allocates expenditures and disbursements, recommends needed appropriations, and submits claims for state aid reimbursement;
9. Conducts correspondence and directs personnel and office activities;
10. Prepares and supervises the preparation of news and publicity releases special exhibits and displays, radio announcements, feature stories and other public relations material;
11. Assists the Director of Social Services in various administrative functions involving children in the care of the Department of Social Services including monitoring and disbursement of funds, program planning and implementation;
12. Assists the Director of Social Services with personnel matters involving staff within the Children Services division of Social Services;
13. Acts as liaison to the Niagara County Youth Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of factors underlying juvenile delinquency and personal maladjustment; thorough knowledge of economic, psychological and sociological and personality testing and analysis procedures; good knowledge of modern methods of maintaining financial and statistical records; good knowledge of modern public relations techniques; ability to plan, coordinate and direct the work of others; ability to plan, promote and coordinate a comprehensive community-wide program of delinquency control and prevention; ability to perform basic statistical research and to prepare detailed reports; ability to meet the public and to address groups effectively; ability to secure the cooperation of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in social services, sociology, recreation, psychology, education, business or public administration or closely related field and either three (3) years of experience administering youth oriented programs **or** programs related to juvenile delinquency prevention and control; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in social work guidance, counseling, business or public administration or closely related field and one (1) year of experience administering youth oriented programs **or** programs related to juvenile delinquency prevention and control.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated towards meeting the experience requirement and must be verified in writing on official organization letterhead. In order to qualify, the candidate must have acted in a responsible leadership capacity administering youth oriented programs such as Girl Scouts, Boy Scouts of America, YWCA, YMCA, Girls Clubs, Boys Clubs, 4-H Club, teaching, guidance counseling, etc.