



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **Youth Bureau Director**  
Jurisdictional Class: Non-Competitive  
Civil Division: County  
Adoption: CSM 11/18/78  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position involving responsibility for administration of County Youth Bureau programs including guidance, counseling, public relations, agency coordination, and related business activities. The incumbent is responsible for developing or approving a wide range of delinquency prevention projects and youth services programs. In addition to Bureau initiated projects, the incumbent has administrative control over public and private youth services programs receiving either state or federal funding. The work is performed under general supervision of the County Youth Board with latitude permitted in developing and administering the over-all program. Supervision is exercised over subordinate professional and clerical Youth Bureau staff.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Plans, assigns, promotes, initiates, coordinates, and directs a variety of special recreational and social activities such as athletic meets, community signs, hobby shows, and baseball, football, and basketball games for the benefit of children and young persons;  
Prepares or assists in the preparation of applications for State or Federal reimbursements of programs operated or proposed by the Youth Bureau, contract agencies, or other public or private groups;  
Prepares and supervises the preparation of news and publicity releases, special exhibits and displays, radio announcements, feature stories, and other public relations materials related to the program;  
Meets with private and public agencies to discuss policies and procedures regarding treatment and prevention of juvenile delinquency and maladjustment;  
Establishes and coordinates training programs, conferences, meetings, and workshops for youth personnel, and volunteers throughout the County;  
Plans and prepares tentative budgets, allocates expenditures and disbursements, and recommends needed appropriations for local youth recreation programs;  
Directs the operation and maintenance of program recreation areas, buildings, and equipment;  
Acts as county resource person in areas pertaining to Bureau activities and offers possible solutions to problems;  
Meets with lay and professional groups to promote program objectives;  
Coordinates the utilization of community service and recreation resources and facilities to further program objectives;  
Compiles data 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;  
Performs research, compiles data and prepares detailed reports regarding economic, psychological, and sociological conditions of the County as they relate to Youth Bureau activities;

Works with participating municipalities and private agencies in developing programs, increasing youth participation, and education of the community relative to delinquency problems and solutions;  
Orders supplies and equipment used in the youth program;  
Reviews, analyzes, and makes recommendations for the creation, expansion, or revision of recreation or youth services projects or programs to the participating municipality chief executive or local legislative body;  
Acts as liaison between participating municipalities or contracting agencies and the Youth Bureau Board and State Division for Youth;  
Oversees preparation of a variety of records and reports related to the work.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of psychological and sociological factors underlying juvenile delinquency and personal maladjustment;  
Good knowledge of pertinent socio-economic conditions related to juvenile delinquency;  
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, oversee, and coordinate a comprehensive community-wide recreational, educational, and social program of delinquency control and prevention;  
Ability to perform basic research and to prepare detailed reports;  
Ability to meet with 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 or New York State registered 4-year college or university with a Bachelor's Degree in one of the Social Sciences or a related field AND EITHER:

- (A) One (1) year of experience working with youth in programs dealing with recreation, youth development, character building, delinquency prevention or control; OR
- (B) A Master's Degree in Social Work, Psychology, Guidance, Counseling, Education, or closely related field, AND 6 months of the experience outlined in (A) above; OR
- (C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.