



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 5/17/22

DISTINGUISHING FEATURES OF THE CLASS:

Coordinates Youth Bureau programs including administration of the resource allocation process, establishment of procedures for assessing and addressing youth strengths, needs and problems, establishment and implementation of evaluation and monitoring procedures, and development of methods for enhancing countywide youth programs, and completing applications for other youth development funding. The incumbent is responsible for developing or approving a wide range of positive youth programs, as well as partnering with other agencies and county personnel. Responsible for participating in the development of the annual Child and Family Services Plan. The County Youth Bureau Director organizes, trains, and orients the local Youth Bureau Board members. The work is carried out under the general supervision of the County Legislature with a wide latitude permitted to develop and administer the overall program. Direct supervision is exercised over subordinate staff. The incumbent performs related duties as required. Discovering and/or creating opportunities for youth involvement for their growth and learning in paid and/or volunteer work as allowed by regulations, and their active participation in related programs.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides administrative oversight, in conjunction with the Youth Board, for program evaluation, monitoring, and fiscal reimbursement for OCFS funded programs or any other funding;
Recruits and trains members of the local Youth Board;
Meets regularly with the Youth Board to update them on program progress, fiscal standing, and resource allocation; gaining feedback from members regarding current and future planning;
Perform on-the-site evaluation and monitoring where and when appropriate as required by OCFS;
Develops, administers, and implements surveys to gather local data on youth strengths, needs, and problems; compiles and distributes reports on this data;
Plans, assigns, promotes, initiates, coordinates, and directs a variety of special activities to support the well-being and growth of children and youth;
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 as applicable;
Meets with private and public agencies to discuss management and prevention of juvenile delinquency and maladjustment;
Establishes and implements training programs, conferences, meetings, and workshops for youth personnel, and volunteers throughout the County;
Acts as county resource in areas pertaining to Bureau activities and offers possible solutions to problems;
Meets with lay and professional groups to promote program objectives;
Plans and prepares tentative budgets, allocates expenditures and disbursements, and recommends needed appropriations;
Performs research, compiles data and prepares detailed reports regarding economic, psycho-social conditions of the County as they relate to problems of juvenile delinquency and Youth Bureau activities;
Acts as a liaison between participating municipalities or contracting agencies and the Youth Bureau Board and OCFS;

TYPICAL WORK ACTIVITIES: (continued)

Manages a variety of records and reports relating to the work;
May serve as Committee member for several local committees;
May serve as the Regional Representative for the Association of Youth Bureaus;
Attends meetings and conferences required by the Association of Youth Bureaus and OCFS;
Prepares resolutions and contracts for presentation to the County Legislature;
Oversight of efficient claiming of State Aid revenues for the County;
Assists in the development and implementation of the annual Child and Family Services Plan, for the purpose of providing youth development services, subject to approval by the Youth Bureau Board, Legislature, and NYS Office of Children and Family Services;
Researches potential grant opportunities, both public and private, at all levels including state, federal, and foundation level;
Creates, writes and submits successful grant proposals;
Provides educational opportunities for youth, including programs such as Student Government Day.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Knowledge of psychological and sociological factors in development of youth and underlying juvenile delinquency and personal maladjustment;
Knowledge of pertinent socio-economic conditions related to juvenile delinquency and youth development;
Knowledge of modern methods of maintaining financial and statistical records;
Knowledge of modern public relations techniques;
Plan, coordinate, and direct the work of others;
Plan, promote, oversee, and coordinate a comprehensive community-wide recreational, educational, and social program of delinquency control and prevention and youth development;
Perform basic research and to prepare detailed reports;
Meet with the public and to address groups effectively;
Physical condition commensurate with the demands of the position.
Influence;
Conflict Management skills;
Excellent communication skills for multiple audiences;
Experience working with youth in a culturally diverse setting;
Grant Writing;
Public Relations;
Creative thinking;
Initiative;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) A Master's Degree in social work, community development, guidance, or a closely related field and one (1) year of experience working with youth in recreation, youth development, character building, delinquency prevention or similar fields; **OR**
- (B) Graduation from an accredited college or university with a Bachelor's Degree and three (3) years of experience working with youth in recreation, youth development, character building, delinquency prevention or similar fields; **OR**
- (C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.