

EXECUTIVE DIRECTOR (YOUTH BUREAU)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for planning, directing and administering the Broome County Youth Bureau activities within the policies established by the County Executive and the Youth Advisory Board. The Executive Director (Youth Bureau) provides technical assistance to community service providers and contractors regarding grant preparation, program planning and contract management with a goal of providing affordable and accessible youth services and meaningful leisure time activities for all youth. Supervision is exercised over this position by the Deputy County Executive. Wide leeway is allowed for the exercise of independent judgement in carrying out the day-to-day activities of the agency. Supervision is exercised over the work of department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares a state-mandated comprehensive plan for youth services after assessing youth needs, and supports appropriate programs and services related to these needs;

Develops methods for analysis, interpretation, administration, and monitoring of youth services; and evaluates the effectiveness of agency programs;

Establishes and maintains contact with Federal, State and local agencies and school districts regarding the unmet or inadequately met needs of youth;

Supervises the preparation of agency program proposals, recommends programs and fiscal modifications and budgets, and is responsible for the collection and analysis of information relating to funded program activities;

Interprets federal, state and local policies and programs as they relate to youth and the administration of the agency;

Develops agreements, contracts and grants where applicable to secure and provide needed services;

Provides public information pertaining to youth services and other related areas to help educate the community and otherwise disseminates information concerning youth needs;

Provides technical assistance regarding youth services and recreation programs to local municipalities;

Promotes the reduction of service duplication and an increase of interagency planning and service coordination;

Selects personnel and maintains staffing required to meet the needs of the department;

Prepares the annual department goals and objectives and budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the factors underlying juvenile delinquency;

Good knowledge of modern methods, practices and procedures used in public administration;

Good knowledge of research techniques as related to comprehensive planning for youth services;

Good knowledge of modern methods of maintaining financial and

statistical records;
Good knowledge of state laws and regulations pertinent to the department and the ability to interpret the local impact of changes;
Good knowledge of program evaluation and contract monitoring procedures;
Good knowledge of practices and techniques used in developing grant applications;
Good knowledge of public relations techniques;
Working knowledge of governmental budget procedures;
Ability to supervise the work of others and to evaluate their performance;
Ability to establish satisfactory interpersonal relationships with others;
Ability to present ideas clearly and effectively, both orally and in writing;
Ability to plan and to conduct meetings;
Ability to make public presentations and provide informational sessions regarding youth services;

MINIMUM QUALIFICATIONS:

- A) Graduation from a New York State registered or regionally accredited four year college with a Bachelor's degree and two years experience working in a human services agency, recreation department or an educational environment, at least two years of which must have involved the supervision of staff; OR
- B) Graduation from a New York State registered or regionally accredited two year college with an Associate's degree and four years experience working in a human services agency, recreation department or an educational environment, at least two years of which must have involved the supervision of staff; OR
- C) Graduation from high school or possession of an equivalency diploma and six years experience involved with the administration or coordination of a program related to juvenile delinquency prevention and control, guidance, community service, health or human services, human resource management, or governmental administration; or
- D) An equivalent combination of training and experience as indicated between the limits of a) and b) above.

NOTE: Education beyond the bachelor's degree may be substituted for experience on a year for year basis.

Human Services - focuses on enhancing/ increasing the well-being of our society and its individuals, and includes dealing with people in need of support services. It includes the "helping professions" such as social work, psychology, gerontology and vocational and/or psychological counseling, as well as therapeutic modalities such as occupational therapy, physical therapy, and therapeutic recreation. For purposes of definition, helping professions include those involved in social work; childcare; mental health; mental retardation; early childhood education; working with the elderly or terminally ill or individuals having learning disabilities.

R528 12/19/11

Jurisdictional Class: Non-Competitive