

DIRECTOR OF THE YOUTH BUREAU

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional administrative position involving the responsibility for researching, monitoring and analyzing the various problems faced by youth in the community; and planning, initiating, coordinating, monitoring, facilitating and publicizing various programs to promote positive youth development. Work is performed under the general direction of the County Executive with wide leeway allowed for exercising independent judgment in carrying out the details of the work. The position involves significant collaboration with other Departments that work with youth, including the Office of Employment and Training, Department of Mental Health, Department of Probation and Restorative Justice, and Department of Social Services. Active engagement with community organizations and municipalities that run youth programs is critical. Supervision is exercised over the work of the staff of the Youth Bureau. Does related work as required.

TYPICAL WORK ACTIVITIES:

The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities as described.

- Demonstrate commitment to positive youth development principles and the ability to implement and elevate them through the Youth Bureau's resources;
- Participate in County-level planning for youth services, opportunities, and supports. Includes a familiarity with local resources and an ability to interpret local data;
- Use critical thinking skills to interpret and implement policies and regulations;
- Manage monitoring and evaluation of programs funded through the Youth Bureau;
- Clearly communicate with a variety of partners ranging from young people to grassroots organizations to county and state government;
- Plans, initiates, coordinates and promotes a variety of special activities to protect the welfare of children and youth;
- Evaluates and assesses the needs of children and youth, as well as the effectiveness of agencies, organizations and programs serving, or having the potential to serve, youth;
- Liaises with government agencies, private industry, labor and non-profit organizations in order to facilitate understanding, acceptance and participation in Youth Bureau activities;
- Oversees, directs and assists agencies in the preparation of applications and execution of agreements to participate in recreation and youth service projects;
- Administers the Ulster County Climate Corps, in coordination with the County Executive's Office.
- Compiles and prepares reports regarding economic, psychological, and sociological conditions in the County as they relate to youth development and Youth Bureau activities;
- Performs administrative functions such as researching, planning and preparing department budgets, allocating expenditures and disbursements, and recommending needed appropriations;

- Prepares and supervises the preparation of publicity releases, special exhibits and displays, radio announcements, feature stories and other public relations material as they relate to the issues and problems of youth, in coordination with the County Executive's office and procedures established by that office for public communications
- Meets with public and private agencies to review, identify, and discuss policies regarding the specific needs and problems of youth, and opportunities to foster positive youth development;
- Provides referral services for youth; attends conferences, workshops and seminars concerned with the issues of juvenile delinquency and youth development;
- Prepares various reports and records for presentation to the Ulster County Legislature.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of factors underlying youth development and growth; good knowledge of public administrative practices and techniques; working knowledge of modern methods of maintaining financial and statistical records; working knowledge of public relations techniques; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to plan, develop, promote, coordinate and administer a comprehensive community-wide program of youth development services; ability to plan, coordinate and direct the work of others; ability to perform basic statistical research and to prepare detailed administrative reports; ability to meet the public and to address groups effectively; ability to secure the cooperation of others; initiative and resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either; A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work, Guidance, Counseling, Business or Public Administration or related field and one (1) year of experience administering youth oriented programs or programs related to human services prevention and treatment;

OR B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Sociology, Psychology, Business or Public Administration or a related field and three (3) years of experience administering youth oriented programs or programs related to human services prevention and treatment;

OR C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Sociology, Psychology, Business or Public Administration or a related field and five (5) years of experience administering youth oriented programs or programs related to human services prevention and treatment;

OR D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience administering youth oriented programs or programs related to human services prevention and treatment;

OR E. An equivalent combination of training and experience as described in A, B, C and D above.