

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 the various programs addressing a variety of delinquency prevention and personal growth issues. Work is performed under the general direction of the Chair of the Ulster County Legislature with wide leeway allowed for exercising independent judgement in carrying out the details of the work. 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.

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;

Establishes and maintains liaison 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;

Compiles and prepares reports regarding economic, psychological, and sociological conditions in the County as they relate to the problems of juvenile delinquency, human service and Youth Bureau activities;

Supervises the preparation and maintenance of records and reports on the extent and nature of juvenile offenses, effectiveness of programs and ongoing treatment methods;

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;

Meets with public and private agencies to review, identify, and discuss policies regarding the specific needs and problems of youth, especially the prevention and treatment of juvenile delinquency and the promotion of growth and development among the youth population;

Provides counseling and 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.

ULSTER COUNTY
2670 DIR YTH BU
Classification: Non-Competitive
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Revised: September 5, 2003
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Revised: April 13, 2018