

## **ASSISTANT YOUTH BUREAU DIRECTOR**

Competitive

(Adopted: July 17, 1984)

(Revised: October 26, 2000)

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Youth Bureau and serves as an Assistant to the Executive Director in planning, initiating and coordinating program and services for children, youth and their families. The incumbent also has considerable public contact in disseminating information about programs of the agency and collaborating with other agencies. The work is performed under general supervision with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate bureau personnel in the absence of the Executive Director, as well as youth in the various programs. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists the Executive Director in planning, organizing and administering a variety of activities in the Youth Bureau Office;

Monitors county youth programs from the standpoint of content and fiscal responsibility, providing guidance and technical assistance to insure they operate as planned and are effective;

Addresses interested civic groups and service organizations and promotes formation and expansion of youth programs;

Establishes and coordinates training programs, conferences, meetings and workshops conducted by the agency;

Coordinates the use of community recreational and children/youth service resources and facilities to further program objectives;

Assists in the preparation of news and publicity releases, schedules and displays to inform the public of child and youth development programs;

Directs the agency operations in the absence of the Executive Director;

Collaborates with non-profit human service agencies to foster inter-agency cooperation, positive youth development and efforts to aid in controlling and preventing delinquency;

Prepares a variety of records and reports related to the work.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ACTIVITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the programs and activities provided by municipal youth bureaus and human services agencies; good understanding of the needs of people in the areas of social, educational, recreation and personal growth; working knowledge of modern methods of maintaining financial and statistical records; ability to effectively organize, promote and evaluate a variety of human services programs; ability to perform basic research and to prepare detailed reports; ability to secure the cooperation of others; ability to communicate both orally and in writing; tact and courtesy, emotional maturity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree.