

EXECUTIVE DIRECTOR OF YOUTH BUREAU

Department: Town Board
Classification: Competitive
Specification Number: 1130
Approved: 8/18/22
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a New York State or Regionally accredited college or university with a Bachelor's Degree and four (4) years of professional experience dealing with the social and educational aspects of youth and their problems.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title plans, designs and administers the activities of the Town Youth Bureau. The incumbent is responsible for the administration of the Youth Bureau by providing technical assistance to community agencies, developing training programs for counselors and coordinating programs with state, federal and local agencies. The incumbent exercises a considerable amount of independent judgment and initiative. Supervision is exercised over the Bureau staff, and is received from a Town Board employee through conferences and written reports. Does related work as required.

TYPICAL WORK ACTIVITIES

- Coordinates the programs of the Youth Bureau;
- Integrates new services into regular Youth Bureau programming;
- Supervises the maintenance and monitoring of contract agency services;
- Plans the development of volunteer programs;
- Consults and motivates community groups towards participation in activities designed for the prevention of delinquency;
- Supervises proposal writing, budget writing and the preparation of reports and public relations material.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of factors underlying juvenile delinquency; good knowledge of federal and state aid programs available to support development work; good knowledge of the methods of planning programs and activities for youths; ability to maintain financial and statistical records; ability to gain the cooperation of staff members and community groups to accomplish division goals; ability to supervise a staff in a manner conducive to efficiency and high morale; physical condition commensurate with the demands of the position.