

Deputy Director of Youth Services Tompkins County

Department: Youth Services
Classification: Non-competitive
Labor Grade: Management Grade 85
Approved: Position conversion 03/01/2018
Revised: NYS CSC 1/9/19
By: AG, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree **AND** three years full-time paid satisfactory experience in administration and supervision that includes program planning, budgeting, administrative, or supervisory experience; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree **AND** four years of full-time paid satisfactory experience in administration and supervision that includes program planning, budgeting, administrative, or supervisory experience; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above. Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

A Deputy Director of Youth Services is responsible for assisting the Director with the operation of the Youth Services Department. This position involves responsibility for assisting the Youth Services Director with planning, organizing and directing the activities of a Youth Services Department. The Deputy Director of Youth Services is authorized to act for and in the place of the Youth Services Director in his or her absence. An employee in this class is responsible for assisting the Director in ensuring effective provision of Youth Services in accordance with established laws and regulations. The Deputy Youth Services Director works under the general direction of the Youth Services Director in accordance with the rules and regulations outlined by the Youth Board, County Legislators, County Administrator and New York State Office of Children and Family Services and is expected to exercise a high level of autonomy and independent judgment. The employee may serve as the lead worker of a group, project or activity, or be assigned to supervise assigned personnel within the department. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Acts for and in place of the Youth Services Director in his or her absence;
- Assists the Director with planning, organizing, directing, coordinating and supervising the activities of the Youth Services Department;
- Assists the Director in controlling the work of the agency through assignments to supervisory personnel and direction and review of their performance;
- Provides direct oversight of departmental programs;
- Assists the Director in reporting program needs and actively participates in program development in all municipalities and agencies;
- Actively encourages and assists municipalities and agencies in program planning, budgeting, writing proposals, applying for funds, and preparation of annual reports;
- Serves as a resource person regarding possible programs, programming aids, leadership and leadership training available to municipalities and agencies;
- Assists the Director in evaluating the type and quality of service rendered by Youth Services Department staff;
- Analyzes program and county-wide needs for planning, staff and board training, budgeting, and evaluation assistance and inter-agency or inter-municipal coordination;
- Plans and oversees the accomplishment of departmental team projects which entails recommending assignments for all department staff and supervision of staff responsible for project tasks, including the director;
- Prepares program and statistical reports for the Director, the County Youth Board, Department Staff, Legislature, and/or local governments;

- Assists the Director with the various administrative functions of the agency, such as budget preparation and control, preparation of reports and representation at committee and board meetings;
- Attends staff meetings to discuss overall program and to plan more effective and efficient operating methods;
- Speaks to various community groups about the work of the agency and, in other ways, disseminates information to the public;
- Develops recommendations regarding proposed policies, plans and projects;
- Assists in the preparation of complex reports and studies;
- Assists departmental staff in oversight of the maintenance of clerical and financial records, and the preparation of budgets and required reports.
- Assists departmental staff in the development of resource allocation and program evaluation procedures to achieve the broadly stated goals of the youth board. Researches and write grant proposals to enable the County or priority programs to secure state, federal and/or private funds to implement priority services;
- Initiates requests for services from other county departments and funding agencies to assist municipalities and agencies in planning and running programs.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern management principles and practices;
- Thorough knowledge of principles underlying human behavior, growth and development;
- Comprehensive understanding of factors involved in need for, and development of, youth service and recreation programs;
- Thorough knowledge of public and private agencies serving youth and their programs;
- Thorough knowledge of community organization related to youth programs;
- Thorough knowledge of public and private resource for the provision of youth services;
- Good knowledge of principles, practices and techniques of program planning and analysis;
- Good knowledge of governmental budgetary practices and procedures;
- Ability to obtain and accurately analyze data;
- Ability to address organizations and municipal and agency representatives effectively; Ability to effectively communicate, coordinate, plan and organize;
- Thorough knowledge of community organization principles and practices;
- Ability to gain the confidence and cooperation of others;
- Emotional maturity, resourcefulness, initiative and tact are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.
- Excellent verbal and written skills.

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS: The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are moderate for this position. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation with contract agencies, municipalities and throughout the organization. Internal contacts will be with department heads or deputies and will require professional collaboration on overlapping projects. External contacts are with professional associates, liaisons, community groups and involve the development of professional networks and the successful implementation of youth services programs. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

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