

Director of Youth Services Tompkins County

Department: Youth Services

Classification: Non-competitive per NYS CSC 06/19/2012

Labor Grade: Management Grade 87

Approved: 8/8/77, Bd. Res. 197; NC per NYS CSC 06/19/2012

Revised: 6/80; 9/80; 11/90; 6/91; 12/09; 06/10; 8/12; 6/15; 8/18

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Possession of a Master's degree from a regionally accredited or New York State registered college or university **AND** two years full-time paid satisfactory experience in administration and supervision; **OR**

(b) Possession of a Bachelor's degree from a regionally accredited or New York State registered college or university **AND** four years of full-time paid satisfactory experience in administration and supervision; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

SPECIAL REQUIREMENT:

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial and administrative position involving considerable contact with and coordinating activity among municipalities and private and public agencies that provide youth-oriented programs. The position involves considerable independent judgment while working within policies and procedures established by the Youth Board, County Legislators, County Administrator and New York State Office of Children and Family Services. The incumbent is appointed by and is directly responsible to receive administrative supervision from the County Administrator or designee. The incumbent is responsible for the establishment and maintenance of the Comprehensive Plan and for meeting other regulations as promulgated by the Office of Children and Family Services to assure maximum state aid reimbursement for all eligible programs. Hiring, training and supervision of departmental personnel and the management of the business and financial activities of the Department are responsibilities of this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Prepares the Youth Services Department budget with the advice of the Youth Board;
- Compiles the county-wide programming budget and prepares a county-wide program proposal;
- Keeps abreast of state and federal grants applicable to this field, bringing them to the attention of the Youth Board, municipalities and agencies and prepares relevant applications for same;
- Prepares and supervises implementation of written contracts between the county and public and private agencies receiving Office of Children and Family Services funds;
- Collects data and interprets same to identify program needs and to evaluate the effectiveness of existing programs, at the county, municipal and agency levels;
- Assists municipalities and agencies in measuring the effectiveness of youth programs through the development of program monitoring and evaluation procedures;
- Reports program needs and actively participates in program development in all municipalities and agencies as requested;
- 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;
- Encourages the cooperation of private and public agencies in providing programs or programs assistance at the municipal and agency level;
- Coordinates, develops and maintains the County Comprehensive Plan in concert with the Youth Board;

- Works with other agencies, organizations and municipalities to see that recreation and youth service needs of all are met, without unwarranted duplication;
- Hires, trains and supervises Youth Services Department staff;
- Assists in the formulation of policies and procedures for the department;
- Interprets State directives pertaining to youth and dispenses this information throughout the county;
- Meets with municipal boards, youth board, private agencies and other groups as needed to explain programs, funding, new legislation or other pertinent information to assist them in decision-making in this area;
- Delegates various tasks associated with the duties of the Director to appropriate staff members as necessary.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of principles underlying human behavior, growth and development;
- Thorough 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;
- Thorough knowledge of services and means of allocating funds for youth programs;
- Good knowledge of principles, practices and techniques of program planning and analysis;
- Good knowledge of governmental budgetary practices and procedures;
- Good knowledge of community and public relations techniques;
- Thorough knowledge of modern management principles and practices;
- 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;
- Ability to secure the cooperation of others;
- Ability to gain the confidence and cooperation of others;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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 may include work with elected officials, 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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