

YOUTH SERVICES SPECIALIST Tompkins County

Department: Youth Bureau
Classification: Competitive
Labor Grade: White Collar Grade 11, K(11)
Approved: Board Res. #97 4/18/95
Revised: 9/2025; 3/2026
By: HB, Deputy Commissioner of Personnel
BBP Risk Factor: 3

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree AND two years experience in education, community development, youth or human services, or public administration; OR
- (b) Completion of two years (60 credit hours) of study in a regionally accredited or New York State registered college or university AND four years experience in education, community development, youth or human service, or public administration; OR
- (c) Any equivalent combination of training and experience as defined by (a) and (b) above.

NOTE:

One year or more of graduate study in a regionally accredited or New York State college or university in the fields of social science, education or related field of study may be substituted for one year of experience.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position supports or leads the implementation of projects outlined in the Comprehensive Youth Services Plan or departmental work plans. The incumbent may be responsible for research, program development, monitoring, evaluation, fiscal expense tracking, budgeting support, statistical reporting outreach, and/or other technical assistance needs. The work requires engaging municipal officials, community volunteers, community and municipal partners, as well as non-profit staff in collaborative planning. Assignments may involve work with municipalities, non-profits, or both. The Youth Services Specialist reports to the Director or Deputy Director and performs related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists in preparing, maintaining, and reporting on financial, programmatic, or statistical reports to a variety of stakeholders.
- Supports local planning groups such as youth commissions and community councils.
- Assist in monitoring funded programs for contract and budget compliance and provide technical assistance.
- Coordinates and participates in the setup and promotion of department-sponsored events, including transport and arrangement of outreach materials.
- Manages and maintains the department's social media platforms.
- Assists in creating and preparing promotional and communications materials across multiple platforms, including social media, print, brochures, posters, radio, newsletters, reports, databases, mailing/email lists, and annual departmental publications such as the Summer Camp Guide and Annual School Listing.

- Participates in the development, monitoring, and evaluation of local youth programs.
- Deliver presentations to promote understanding of department initiatives.
- Aids in identifying youth needs and available program or funding resources.
- Develops and maintains the department website.
- Supports preparation of grant applications, program documents, and compliance reporting.
- Assists in conducting and presenting community and countywide needs assessments. Performs other administrative or clerical duties as needed.
- Maintains departmental data systems and supports development of tools to track program activities and outcomes.
- Gathers and analyzes needs assessment or evaluative data for program planning and improvement.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the typical challenges and needs of today's youth.
- Strong written and verbal communication skills; ability to follow instructions.
- Ability to demonstrate sound decision-making skills.
- Ability to analyze and interpret material from a variety of sources.
- Knowledge of how small groups and community agency's function.
- Ability to work with statistical data and financial reporting software.
- Experience with creating budgeting, expense tracking, grant reporting, other fiscal reporting methods.
- Experience with recruiting, training, and supporting volunteer leaders.
- Understanding of program planning and social research methods.
- Flexibility with a schedule that may occasionally deviate from traditional work hours.
- Ability to organize tasks, manage time effectively, and prepare clear, accurate reports.
- Strong interpersonal and listening skills; able to work effectively with supervisors, peers, and partners.
- Competency with computers, including word processing, spreadsheets, and data tools.
- Experience or comfort with website maintenance, digital tools, or emerging technologies is a plus.
- Physical condition commensurate with the demands of the position.