

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
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 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, outreach, and/or technical assistance. The work requires engaging municipal officials, community volunteers, and 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:

- Supports departmental outreach and provides information to the community.
- Develops and implements strategies to raise public awareness of the department's programs, priorities, and collaborations.
- 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.
- Responds to requests for marketing and outreach materials.
- Deliver presentations to promote understanding of department initiatives.
- Maintains an archive of all public materials distributed or posted.
- Coordinates and participates in the setup and promotion of department-sponsored events, including transport and arrangement of outreach materials.
- Develops and maintains the department website.
- Manages and maintains the department's social media platforms.

- Assists in conducting and presenting community and countywide needs assessments.
- Supports local planning groups such as youth commissions and community councils.
- Aids in identifying youth needs and available program or funding resources.
- Participates in the development, monitoring, and evaluation of local youth programs.
- Helps develop systems to track program activities, and outcomes.
- Gathers and analyzes data for planning, evaluation, and improvement of services.
- May assist in monitoring funded programs for contract and budget compliance and provide technical assistance.
- Performs other administrative or clerical duties as needed.

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 analyze and interpret material from a variety of sources.
- Knowledge of how small groups and community agency's function.
- Experience with recruiting, training, and supporting volunteer leaders.
- Understanding of program planning and social research methods.
- 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.