

**TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity**

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: YOUTH SERVICES SPECIALIST

SALARY: Hire \$54,363 Work: \$57,239

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 03/20/26

THE FINAL DATE TO FILE APPLICATIONS: 04/19/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 04/20/26

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

The Youth Services Specialist role requires strong communication, time-management, and relationship-building skills to work effectively with team members, nonprofits, schools, municipal leaders, and county departments. Fiscal and technical skills are key, including budgeting, expense tracking, data systems, website management, and social media, along with the ability to produce clear, meaningful reports. A solid understanding of youth development, paired with a passion for advocacy and community impact, is essential for success in this role.

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.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850