

EXECUTIVE DIRECTOR OF YOUTH AGENCY

Code No.: 6-05-001

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position in a town youth bureau involving planning, initiating and directing preventative and developmental youth service programs and recreational activities. The incumbent works under the general direction of the Town Youth Board and the Town Supervisor. Direct supervision is exercised over counseling, recreational, and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans, develops, and implements preventative, developmental, and diversionary youth service programs, including youth recreation programs;

Establishes program goals and objectives in cooperation with youth advisory board or council, and town legislative body;

Prepares grant applications for federal, state and local funding;

Coordinates and maintains contracts with internal and external youth service groups and agencies including town and county police and juvenile court services to develop resource alternatives and exchange support services;

Prepares annual budget;

Supervises and instructs recreational and counseling staff;

Attends Youth Board and Town Board Meetings;

Meets with parents, schools, and community groups to solicit cooperation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of principles of counseling; thorough knowledge of the principles and techniques of program development; good knowledge of youth rights, laws, and the juvenile justice system; ability to coordinate services at staff level and within community; ability to respond effectively to crises intervention situation; ability to establish needs, goals, objectives of youth service programs; ability to make oral presentations; ability to prepare budget; ability to prepare grant applications; administrative abilities; supervisory ability; good judgment; tact; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration or one of the human services fields; plus three (3) years experience in youth advocacy work, one (1) year of which shall have been

at the supervisory level; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration or one (1) of the human services fields, plus four (4) years experience in youth advocacy work, one (1) year of which shall have been at the supervisory level; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus five (5) years experience in youth advocacy work, one (1) year of which shall have been at the supervisory level.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

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.

REVISED: August 6, 1981