

DIRECTOR OF YOUTH SERVICE

Code No.: 6-04-044

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for the planning, development and implementation of preventive and remedial youth service programs for the protection and welfare of youths. The work is performed under the general direction of the Town Supervisor and in accordance with policies and program objectives established by the Youth Advisory Board or Agency. Supervision is exercised over a staff of counselors, workers, aides and clerical staff. 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 preventive and remedial youth service programs dealing with subjects such as: substance abuse, sexuality, interpersonal relationships and consequences of arrest;

Conducts in-service training on counseling techniques and crisis intervention;

Compiles data from case records and other sources for the purpose of identifying the needs of youth for program development;

Establishes program goals and objectives in cooperation with youth advisory board or council;

Evaluates on-going programs for effectiveness, appropriateness, and cost;

Prepares annual budget for submission to the administration;

Prepares grant application for federal, state and local funding;

Maintains liaison with town administrators, courts, law enforcement personnel, school officials and community representatives;

Promotes youth service activities through media presentations and public speeches;

Prepares narrative annual report on youth program services, needs assessment and objectives;

Performs counseling duties for youths and their families when necessary;

Discard and assigns work activities of staff;

Recruits, interviews and recommends for employment, departmental personnel;

Conducts employee evaluations and recommends merit increases, promotions and dismissals;

Supervises the maintenance of appropriate record keeping and filing systems;

Requisitions needed equipment and supplies in accordance with established procedures;

Maintains inventory record of equipment used in youth services;

Composes correspondence and narrative reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and techniques of program development; thorough knowledge of the principles and techniques of counseling; good knowledge of adolescent psychology; good knowledge of the principles and techniques of employee training; ability to compile and assess data; ability to prepare narrative reports; ability to conduct employee training; ability to establish needs, goals and objectives of youth service programs; ability to make oral presentations; ability to prepare department budget; ability to prepare grant applications; ability to establish and maintain effective professional relationships with others; ability to plan, schedule and assign work; supervisory ability; ability to evaluate and motivate employees; ability to establish and maintain records and files; good judgment; initiative; innovation; tact; physical condition 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 Bachelor's degree and five (5) years of full-time or its part-time equivalent paid experience in youth services activities, two (2) years of which shall have been in a supervisory capacity and a minimum of two (2) years shall have been in program planning, development, implementation and counseling; OR,
- (B) Possession of a Bachelor's degree with a minimum of thirty (30) credit hours in social or behavioral sciences, and four (4) years of experience as stated in (A), two (2) years of which shall have been in a supervisory capacity and a minimum of two (2) years shall have been in program planning, development, implementation and counseling.

NOTE: A Master's degree may be substituted for one (1) year of the required two (2) years of program planning, development, implementation and counseling. There is no substitute for the required supervisory experience.

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.

ADOPTED: July 17, 1980