

DIRECTOR OF THE ONTARIO COUNTY YOUTH BUREAU

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work involving responsibility for planning, initiating, coordinating and reviewing a variety of youth and delinquency prevention control projects. Work is performed subject to the advisory approval of the Youth Board and under the direction of the County Legislative Body in accordance with recognized professional procedures and policies, and under the administrative direction of the County Administrator via the Commissioner of Social Services. The Director is permitted wide latitude for the exercise of independent judgment in developing, administering and monitoring the overall program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates with county and community partners to plan, promote, initiate and coordinate a variety of special activities to protect the welfare of children and youth;
 Comprehensive planning of youth services both as a single department and in collaboration with other departments and agencies who provide youth services;
 Leads youth board: guides board to recommend allocation of funds to county programs;
 Provides technical assistance and support to municipalities for recreation and service programs for children and youth and reviews various grant applications of agencies and local governments to participate in recreation and youth service projects;
 Supervises the preparation and maintenance of records and reports on the effectiveness of programs and treatment methods;
 Performs research, plans and prepares tentative budgets, allocates expenditures and disbursements and recommends needed appropriations;
 Meets with lay and professional groups and delivers addresses on youth problems and the work and objectives of the Youth Bureau and Youth Board;
 Conducts correspondence and directs personnel and office activities;
 Prepares and supervises the preparation of news and publicity releases, special exhibits and displays, radio announcements, feature stories and other public relations material;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of factors underlying youth development and growth; good knowledge of modern methods of maintaining financial and statistical records; working knowledge of modern public relations techniques; ability to plan, promote and coordinate a comprehensive community-wide program of youth development services; ability to plan, coordinate and direct the work of others; ability to perform basic statistical research and to prepare detailed reports; ability to meet the public and to address groups effectively; ability to secure the cooperation of others; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

1. Master's Degree and one year of full-time paid experience, or its part-time equivalent, serving and/or working with youth through social casework, recreational, youth development, juvenile delinquency prevention or similar programs; OR
2. Bachelor's Degree from a regionally accredited or New York State registered college or university and three years of full-time paid experience, or part-time equivalent, as noted above; OR
3. An equivalent combination of training and experience as described in (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: September 13, 2002, February 8, 2016
CLASSIFICATION: NON-COMPETITIVE