

## YOUTH BUREAU DIRECTOR

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for administering all Village Youth Bureau programs including guidance counseling, public relations, agency coordination and business activities. The incumbent is also responsible for developing or approving a wide range of delinquency prevention projects and youth service programs. In addition to Bureau initiated projects, the Director has administrative control over all private and public youth service programs receiving State or Federal funding. The work is carried out under the administrative direction of the Village Youth Commission with wide latitude permitted in developing and administering the overall program. Supervision is exercised over professional and clerical Youth Bureau staff.

### **TYPICAL WORK ACTIVITIES:**

- Plans, assigns, promotes, initiates, coordinates and directs a variety of special activities to better protect the welfare of children and youth;
- Prepares and supervises the preparation of news and publicity releases, special exhibits and displays, radio announcements, feature stories and other public relations materials;
- Plans and prepares tentative budgets, allocates expenditures and disbursements and recommends needed appropriations for local youth recreation programs;
- Prepares or assists in the preparation of applications for State or Federal reimbursements of programs operated or proposed by the Youth Bureau, contract agencies or other public or private groups;
- Establishes and coordinates training programs, conferences, meetings and workshops for recreational personnel and volunteers throughout the Village;
- Meets with lay and professional groups to promote program objectives;
- Serves as liaison with local government youth commission assisting with planning and coordinating individual or cooperative recreation programs, youth service programs and activities;
- Coordinates the utilization of community service and recreation resources and facilities to further program objectives;
- Performs counseling and casework involving area youth and their families;
- Compiles data and prepares reports regarding economic, psychological and sociological conditions of the Village as they relate to the problems of juvenile delinquency and Youth Bureau activities;
- Trains and directs personnel in the specialized details of the work;
- Performs a variety of professional and administrative tasks in developing and operating the Youth Bureau program;
- Prepares correspondence and activities reports as required.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of factors underlying juvenile delinquency and personal maladjustment; thorough knowledge of economic, psychological and sociological and personality testing and analysis procedures; good knowledge of modern methods of maintaining financial and statistical records; good knowledge of modern public relations techniques; ability to plan, coordinate and direct the work of others; ability to plan, promote, direct and coordinate a comprehensive community wide program of delinquency control and prevention; ability to perform

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basic research and to prepare detailed reports; ability to meet the public and to address groups effectively; ability to secure the cooperation of others; tact and courtesy; dependability; emotional maturity; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in the social sciences or a related field and either:

- (a) Two years of experience working with youth in recreation, youth development, character building, delinquency prevention or similar fields; or
- (b) A Master's Degree in social work, psychology, community development, guidance, or a related field and one year of the above experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).