Herkimer County

Executive Director – Youth Bureau

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work involving responsibility for research into various problems for the youth of the community and for planning, initiating, coordinating and reviewing a variety of delinquency prevention and control projects and youth development programs. The incumbent is also responsible for administering a county wide youth program designed to identify and eliminate causes of juvenile delinquency and promote positive growth and development for youth. The incumbent develops and recommends policy to the County Youth Board on behalf of the County Chief Executive. The work is performed under general direction of the County Administrator in accordance with established procedure and policies with latitude allowed for the exercise of independent judgment in developing and administering the overall program. Supervision is exercised over the work of all professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, promotes, initiates and coordinates a variety of special activities to protect the welfare of children and youth;
- Meets with lay and professional groups and delivers addresses on youth problems and the work and objectives of the Youth Bureau;
- 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 recreations personnel and volunteers throughout the County;
- Meets with public and private agencies to discuss policies and procedures for treatment and prevention of juvenile delinquency maladjustment and the promotion of youth development;
- Reviews and approves applications of public agencies to participate in recreation and youth service projects;
- Compiles and prepares reports on economic, psychological and sociological conditions of the County as they relate to the problems of juvenile delinquency and Youth Bureau activities;
- Meets with the Youth Advisory Board relative to planning broad goals related to program objectives;
- Coordinates Youth Bureau efforts with other county agencies such as social services, mental health, probation, etc. to maximize efforts to control delinquency;
- Supervises the preparation and maintenance of records and reports on the extent and nature of juvenile offenses, effectiveness of youth programs and treatment methods;
- Performs research, plans and prepares tentative budgets, allocates expenditures and disbursements, and recommends needed appropriations;

- Conducts correspondence and directs bureau personnel and office activities to promote efficiency and effectiveness of the programs;
- Prepares and supervises the preparation of news and publicity releases, special exhibits and displays, radio announcements, feature stories and other public relations material related to bureau activities;
- Refers youth with special needs or problems to appropriate agencies and individuals
- Meets with officials of various municipal subdivisions in the county to promote and coordinate Youth Bureau programs;
- Serves as the Program Coordinator for the Runaway and Homeless Youth Program operated within the county;
- Develops and implements county plans to improve services for runaway and homeless youth and their families;
- Identifies, assesses and monitors all available county resources for runaway and homeless youth and their families;
- Ensure that a system is in place for responding to inquiries concerning available shelter space, transportation and services 24 hours per day;
- Ensure that program youth have access to educational services, including transportation;
- Respond to requests of runaway youth, who have appropriate written consent of their parent, guardian or legal custodian, to remain in runaway and homeless youth shelters beyond the 60-day maximum length of stay period;
- Documents his or her approval for any youth to remain in a runaway and homeless youth shelter beyond the 60-day maximum length of stay period.

FULL PERFORMANCE KNOWLEDGES, SKILLSM ABILITIES, AND 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 work of others; abiliry to plan, promote, direct and coordinate a comprehensive community wide program of juvenile delinquency control and prevention; ability to perform 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; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a Regionally Accredited OR New York State registered four year college or university with a bachelor's degree in human services, sociology, criminology, psychology, education, business or public administration or related field; and either:

a) Three years of experience administering youth oriented programs or programs related to youth development, character building, juvenile delinquency prevention and control or similar fields; or
b) Possession of a master's degree in social work, guidance, counseling, psychology, or related field and one year of experience as described in (a) above; or
c) An equivalent combination of training and experience as outlined by the limits of (a) and (b) above

NOTE: youth oriented programs include such programs as Girl Scouts, Boy Scouts of America, YWCA, YMCA, Girl's Club, Boy's Club, 4-H Club and guidance counseling.

Non-competitive Class – Confidential/Policy Influencing

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