

Civil Division: Oneida County Government
Jurisdictional Class: Non-Competitive
EEO Category: Officials/Administrators
Revised: 02/07/07

YOUTH BUREAU DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibilities for the County Youth Bureau and for coordinating youth activities within the County. Administering the County Youth Bureau programs includes directing an extensive grant review process, establishing procedures for assessing and addressing youth needs and problems, establishing and implementing evaluation and monitoring procedures, and developing methods for enhancing countywide delinquency prevention projects and youth service programs. This position is responsible for planning and administering STOP-DWI awareness and education to Oneida County youth. The work is performed under the general direction of the County Executive in accordance with policies and procedures approved by the County Youth Board, the State Office of Children and Family Services, and the County STOP-DWI Committee. Supervision is excised over subordinate personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops and implements the annual County Comprehensive Plan for youth service programs for the purpose of providing youth development and delinquency prevention services, subject to the approval by the Youth Board, Board of Legislators and the NYS Office of Children and Family Services;

Serves as the STOP-DWI Youth Educator to enhance the awareness and education program component within all Oneida County high schools and colleges, with expansion into middle and elementary schools where appropriate;

Prepares news and publicity releases, exhibits, displays and other materials;

Prepares or advises in the preparation of applications for State or Federal reimbursements of programs operated or proposed by the Youth Bureau, municipalities, contracted agencies or other public or private groups;

Serves as liaison with local government youth commissions, school officials, advisors, and students in planning and coordinating youth service programs and activities;

Serves as liaison with S.A.D.D. (Students Against Driving Drunk) Chapters and STOP-DWI Program and related activities;

Develops and implements administrative systems in conjunction with the Youth Board for program evaluation and monitoring for OCFS funds;

Prepares or advises in the preparation of the annual budget and reports for the County Legislature, accounting for monies received and expended for Youth programs;

Recommends programmatic and budget changes;

Plans and advises in the preparation of tentative allocation budgets and recommends to the Youth Board appropriations for youth service programs;

Directs and supervises the work of program staff;

Establishes and coordinates training programs, conferences, seminars, fairs, meetings and workshops;

Coordinates the utilization of community services, educational institutions, industries, and facilities to further program objectives;

Addresses community groups and agencies;

Meets with lay and professional groups to promote program objectives;

Prepares correspondence and reports, as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of program management; good knowledge of modern public relations promotional and educational techniques; good knowledge of modern methods of fiscal budget preparation and control; ability to plan, promote and coordinate comprehensive County-wide programs and services; ability to plan and supervise the work of others; ability to speak before groups effectively; ability to interpret Federal, State and local laws, rules and regulations; ability to prepare and present oral and written reports clearly and concisely; ability to perform research and to prepare detailed reports; ability to meet the public and to address groups effectively; ability to secure the cooperation of others.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in social work, community development, guidance, or a closely related field, **AND** two (2) years of experience working with youth in recreation, youth development, character building, delinquency prevention or similar fields; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree **AND** three (3) years of experience, as described in (A) above.

NOTE: Verifiable part-time and/or volunteer experience as described in (A) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of appointment. Incumbent must maintain license throughout appointment.