

YOUTH BUREAU DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving the responsibility for planning, initiating and the coordination of a variety of programs and services at a Youth Center. The work may include delinquency prevention and control projects, youth development, public relations, agency coordination and business activities of the bureau. Work is typically performed under the general direction of a Youth Board with latitude allowed for the exercise of independent judgement in developing and administering the overall program. Supervision is exercised over the work of staff and volunteers, including summer recreation staff and activities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, promotes, initiates and coordinates a variety of activities directed to meet the needs of the youth in the community;
- Meets with lay and professional groups to inform and educate the community on youth issues;
- Compiles and prepares reports for internal and external community partners;
- Plans, prepares and recommends budgets and allocates expenditures and disbursements;
- Supervises staff and program volunteers;
- Performs a variety of professional and administrative tasks in developing and operating the Youth Bureau program.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of community issues related to youth with a working knowledge of adolescent psychology and behavior and factors underlying juvenile delinquency; ability to plan, coordinate, and direct the work of others; ability to perform basic research and create detailed reports; ability to meet with the public and address groups effectively; must be dependable, show emotional maturity and physical condition must be commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of a master's degree in education, counseling, guidance or the social or behavioral sciences;

OR

- B) Possession of a bachelor's degree in education, counseling, guidance or the social or behavioral sciences and one year of experience working with youth in recreation, youth development, character building, delinquency prevention or a similar field;

OR

- C) Possession of an associate degree in education, counseling, guidance or the social or behavioral sciences and three years of experience working with youth in recreation, youth development, character building, delinquency prevention or a similar field.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 6/14/23