

**EXECUTIVE DIRECTOR - YOUTH BUREAU**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for administration of the Youth Bureau program including guidance, counseling, public relation, agency coordination and business activities of the bureau. This is a professional and administrative position, involving responsibility for considerable exercise of independent judgment in planning, initiating, coordination, directing and promoting a variety of delinquency control and prevention projects including, but not limited to, educational, casework and counseling activities, and for managing the business and financial activities of the Youth Bureau across two counties. The work performed is subject to administrative approval, in accordance with recognized procedures and policies. Work is guided and monitored by a Youth Board, whose members are appointed by the governing body. The Director position is appointed by the Genesee County Legislature. Supervision is exercised over the work of any professional and clerical personnel employed by the Youth Bureaus. Does related work, as required.

**TYPICAL WORK ACTIVITIES:**

Plans, prepares and presents tentative budgets, allocates expenditures and disbursements and recommends needed appropriations and ongoing department reporting to the Legislature in each County;

Review and approve all expenditures and payments, supervise grants administered by the Youth Bureau;

Preparation of Annual Comprehensive Youth Services Plan for each County;

Development of data collection, needs assessment, monitoring and evaluation procedures, including methods to analyze data and derive needs statements;

Plans, assigns, promotes, initiates, coordinates and directs a variety of special activities to better protect and enhance the welfare of children and youth;

Prepares and supervises the preparation of news and publicity releases;

Meets with professional groups, and delivers addresses on youth problems, and the work and objectives of the Youth Bureau;

Meets with private and public agencies to discuss policies and procedures regarding treatment and prevention of juvenile delinquency and maladjustment;

Performs, where necessary casework or other technical services related to juvenile delinquency prevention and control, and/or directs referrals of cases to proper agencies;

Supervises the preparation and maintenance of records and reports bearing on the extent and nature of juvenile offenses, effectiveness of programs and treatment methods;

Conducts correspondence and directs personnel and office activities;

Annual preparation of Youth Bureau Administrative Summary for each youth bureau to report on planning activities and new initiatives;

Prepare a variety of reports, review and monitor grant proposals, various funding programs, manage contracts both fiscally and programmatically;

Administer the Youth Boards in both Counties, includes trainings, orientation, recruitment, agenda preparation and attendance of all meetings;

Performs a variety of tasks in reporting, developing and operating the Youth Bureau programs.

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EXECUTIVE DIRECTOR - YOUTH BUREAU

Page 2

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of factors underlying juvenile delinquency and personal maladjustment; comprehensive 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 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; industry and dependability; neatness of appearance.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to quiet.

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EXECUTIVE DIRECTOR - YOUTH BUREAU

Page 3

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education,  
**AND:**

Graduation from a regionally accredited or New York State registered college or university, with a Bachelor's Degree or higher in public administration, education, human services, social work, sociology, psychology, or related field, and two (2) years of full time paid experience as an administrator or supervisor, and one (1) year paid experience or three (3) years volunteer experience working with youth.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a valid New York State Driver's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

**NOTE:** Part-time, paid experience will be pro-rated as appropriate.

Competitive Class