

ASSISTANT YOUTH BUREAU DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Youth Bureau and involves responsibility for assisting the Youth Bureau Director in administering a county-wide youth program designed to identify and eliminate causes of delinquency and promote positive growth and youth development. The incumbent oversees youth services and recreational programs, juvenile delinquency prevention projects, and the court/referral/alternate sentencing program. Work is performed under the general direction of the Youth Bureau Director with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of all subordinate Youth Bureau personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only)

Assists the director in the planning, promotion, initiation, and coordination of activities to protect the welfare of children and youth;
Establishes and coordinates training programs, conferences, meetings, and workshops for Youth Bureau staff, youth workers, and volunteers throughout the county;
Prepares or assists in the preparation of applications for state or federal reimbursement for programs operated or proposed by the Youth Bureau, contract agencies, or other public or private agencies;
Develops annual Request for Proposals based on need identified through the County Comprehensive Planning process;
Addresses civic groups and community organizations to promote opportunities for positive youth development and delinquency prevention in communities throughout the county;
Coordinates the use of community recreational and youth service resources and facilities to further program objectives;
Assists municipalities in planning and developing youth programs;
Collects local, state, and national data in order to analyze youth trends for county planning purposes;
Develops and implements techniques to identify needed programs and services;
Prepares news and publicity releases, feature stories, and public relations materials;
Conducts correspondence and supervises personnel and activities of the office;
Assists in the fiscal budget preparation and control of department finances.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the economic, psychological, and sociological factors underlying juvenile delinquency and positive youth development, thorough knowledge of community resources available in support of Youth Bureau programs; good knowledge of the juvenile justice and criminal procedures, ability to address the public and explain programs and services effectively; working knowledge of modern methods of maintaining financial and statistical records; ability to perform basic research and to prepare detailed reports; ability to secure the cooperation of others; initiative, resourcefulness, sound judgement, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university with a bachelor's degree in human services, education, public or business administration, or criminal justice or closely related field, and two years of experience working with youth oriented programs related to youth development, character building, juvenile delinquency, education, or related field.