

Department: Youth Bureau

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Classification: Competitive

DOCUMENT 03

Grade: \_\_\_\_\_

**COMMISSIONER OF RECREATION AND COMMUNITY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for overseeing the day to day operation of the Youth Bureau, Stop DWI program and Traffic Safety services. The incumbent is responsible for planning, initiating, coordinating and reviewing a variety of delinquency prevention and control projects and youth and recreation development programs. The incumbent will have responsibility to administer a county wide youth program designed to identify and eliminate causes of juvenile delinquency and promote positive growth and development for youth. Additionally the incumbent will have responsibility for the review of programs provided for by contractual agreement with public and private agencies. The Commissioner is permitted wide latitude for the exercise of independent judgment in developing and administering the overall program. Supervision is exercised over the work of the staff of the Youth Bureau, the Stop DWI program and the Traffic Safety services. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Oversees the day to day operations of the Youth Bureau, Stop DWI program, Traffic Safety services and recreation programs;

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;

Meets with private and public agencies to discuss policies and procedures for treatment and prevention of juvenile delinquency maladjustment and the promotion of youth development;

Reviews and approves applications and allocates funds to agencies for participation in youth recreation and/or 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;

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

Performs research, plans and prepares tentative budgets, allocates expenditures and disbursements and recommends needed appropriations;

Conducts correspondence and directs personnel and office activities;  
Prepares and supervises the preparation of news and publicity releases, special exhibits and displays, radio announcements, feature stories and other public relations material;  
May provide personal counseling with youths and parents;  
Refers youths with special needs or problems to appropriate agencies and individuals.

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

Thorough knowledge of factors underlying youth development and growth; good knowledge of economic, psychological, sociological, personality testing and analysis procedures; good knowledge of modern methods of maintaining financial and statistical records; good knowledge of modern methods of fiscal budget preparation and control; working knowledge of modern public relations techniques; demonstrated ability to plan, promote and coordinate a comprehensive county-wide program of youth development services; ability to plan, coordinate, direct and supervise the work of others; ability to perform statistical research and to prepare detailed reports; ability to meet the public and to address groups effectively; ability to secure the cooperation of others; tact; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in sociology, recreation, psychology, education, business or public administration or closely related field and three years of experience administering youth related programs; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in sociology, recreation, psychology, education, business or public administration or closely related field; and five years of experience administering youth related programs; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Youth oriented programs include such programs as Girl Scouts, Boy Scouts of America, YWCA, YMCA, Girls Clubs, Boys Clubs, 4-H Club, teaching, guidance counseling, etc.

Adopted: 09/05/2008