

Department: Youth Bureau

SPEC DISK AC

Classification: Competitive

DOCUMENT 01

Grade: 9M/C

### DIRECTOR OF YOUTH AND RECREATION SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting the Commissioner of Recreation and Community Services in planning, directing and implementing all youth and recreational programs and activities. The incumbent will be responsible for administering county wide youth programs designed to identify and eliminate causes of delinquency and promote positive growth and youth development. The work is performed under the general supervision of the Commissioner of Recreation and Community Services with considerable leeway for the exercise of independent judgment in developing and administering programs. 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 Commissioner with planning, promoting, initiation and coordination of a variety of special activities to protect the welfare of children and youth;

Meets with private and public agencies to discuss policies related to youth in conjunction with Youth Bureau goals and objectives;

Works to develop and maintain youth recreation opportunities in the County;

Provides training for youth employment opportunities.;

Reviews applications of agencies applying for youth recreation and/or service funding;

Supervises the preparation and maintenance of records and reports related to youth and recreation programs;

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

Prepares and supervises the preparation of news and publicity releases, special exhibits and displays, radio announcements, feature stories and other public relations material;

Assists the Commissioner in accordance with policies and procedures of the Youth Bureau, Stop DWI and Traffic Safety Programs;

### **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; working

knowledge of modern public relations techniques; demonstrated ability to plan, promote and coordinate a comprehensive county-wide program of youth procedures; good knowledge of modern methods of maintaining financial and statistical records; good knowledge of modern methods of fiscal budget preparation and control; 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:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in education, sociology, business administration, psychology, human services, or closely related field; and two years of experience administering youth orientated programs; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in education, sociology, business administration, psychology, human services, or closely related field; and four years of experience administering youth orientated 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