

Department: Youth Bureau  
Classification: Competitive  
Grade: 11

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DOCUMENT 38

## PRINCIPAL YOUTH SERVICES WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining financial records for Youth Bureau programs, acts as a liaison with various federal and state programs involving budgeting, and program assessments. Incumbent assists in planning, development and implementation of a variety of special programs designed to benefit the youth participants. Work is performed under the general direction of the Youth Services Coordinator or Director but it call for frequent exercise of independent judgment. Supervision is exercised over the work of subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns and reviews work involved in the preparation of grants under various federal and state programs;  
Monitors programs to insure maximum use of grants;  
Responsible to assist in the department budget preparation;  
Revises, systematizes and installs account keeping methods and procedures;  
Acts as the liaison with various federal and state programs involving budgeting, sub-contractors, and program assessment;  
Meets with various civic groups, organizations, and agencies to inform public or program availability;  
Plans and promotes a variety of activities and events utilizing community resources and facilities for the benefit of the program participants;  
Prepares and maintains a variety of records, reports, and financial claims;  
Compiles data from a variety of sources on objectives and results of the program;  
Conducts correspondence in connection with financial matters, reports, and press releases as required.

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

Working knowledge of the characteristics, needs, and interests of youth, working knowledge of community group work and human relations and resources which can be utilized to assist youth; ability to supervise the work of others; ability to establish and maintain effective interpersonal relations; ability to plan, promote, and coordinate youth activities; ability to communicate clearly and effectively both orally and in writing; tact, courtesy, integrity, and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Examination open to employees holding the title of Senior Youth Services Worker, or Senior Account Clerk on a permanent competitive basis for a period of Twelve (12) months within the Youth Bureau Department.

OPEN COMPETITIVE:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in a program with major emphasis in social science, recreation, administration, education, or allied field, and two years of experience in a field of youth services or
- (b) Graduation from high school or possession of a high school equivalency diploma and four years of experience as defined in (a) or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).