

Department: Youth Bureau

SPEC DISK CA

Classification: Competitive

DOCUMENT 02

Grade: 9M/C

YOUTH PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting agencies in securing grant funds through preparation and needs assessment. 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)

Conducts needs assessment and surveys to analyze programs needed in planning, promoting, initiation and coordination of a variety of special activities for youth programs;
Meets with private and public agencies to discuss and assess the need for policies related to youth in conjunction with Youth Bureau goals and objectives;
Identifies services that are duplicated or fragmented;
Identifies gaps in youth services and attempts to locate funding or agencies to fill the gaps;
Performs research, plans and prepares data reports and makes available through the Web Site;
Distributes specific information on programs and grants available through public presentations;
Assists agencies in securing grant funding and grant preparation;
Prepares and supervises the preparation of grant requests;
Assists the Commissioner in accordance with policies and procedures of the Youth Bureau.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of factors underlying youth development and growth; good knowledge of economic, psychological, sociological 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 grant preparation and grant writing; 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