

## DIRECTOR - YOUTH BUREAU

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for planning, initiating, coordinating, directing, reviewing and promoting a variety of youth services programs aimed at preventing juvenile delinquency and improving the welfare of all youths of the County. Responsibility also involves planning and coordinating the activities of public, private and voluntary agencies and organizations involved in the prevention of delinquency and youth crime and in advancing the moral, physical, mental and social well-being of all the youth of the County through staff assistance and financial aid. Appointments to this class are made by the County Executive subject to confirmation by the Board of Legislators consistent with provisions of the Westchester County Charter. Work is conducted in coordination with the Westchester County Youth Board. Supervision is exercised over youth services staff and subcontracting agencies. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, develops and implements programs to serve the needs of youths, including proposals to secure grant funded programs;

Plans, develops and conducts programs of an informational and educational nature to prevent juvenile delinquency, improve the welfare of youths and further youth development;

Prepares comprehensive needs assessment based upon current issues affecting youths; recommends goals and programs to meet these needs;

Develops a communication network with local community groups and program agencies serving youths; obtains their input needs assessment and program development issues;

Researches potential federal, state, and local funding to meet service needs and prepares grant applications for such funding;

Reviews federal, state and local youth service program initiatives which might be applicable in enhancing Westchester County youth services;

Coordinates outreach efforts and establishes community liaisons, representing the County Executive with community groups;

Provides assistance to agencies and/or community groups in the development of proposals in order to receive New York State Division of Youth funds;

Provides technical assistance to associations, agencies and corporations receiving Division for Youth funds through the Westchester County Youth Bureau to provide programs, services and/or facilities for youth services;

Administers all funds and grants appropriated to the Youth Bureau;

Reviews and approves objectives for each program to be included as part of the contract for agencies receiving Division for Youth Funds through the County Youth Bureau;

EXAMPLES OF WORK: (Illustrative Only) (Continue)

Monitors agencies receiving Division for Youth Funds to determine contract compliance through reports submitted and on site visits;

Reviews statistical information and develops reports on juvenile delinquency and related problems affecting youths;

Prepares the annual Youth Bureau budget and monitors expenditures;

Supervises, trains and evaluates the performance of the Youth Bureau staff;

Carries out such other duties as assigned by the Office of the County Executive;

Attends meetings and conferences;

May perform other incidental tasks as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the programs and issues affecting youths; thorough knowledge of community organizations and resources available providing services to youths; good knowledge of the goals, objectives, policies and procedures of Westchester County and the Youth Bureau as well as applicable Federal, State and local policies, regulations, laws and rules; ability to identify critical problems and to formulate program goals and objectives to address these problems; ability to research funding sources and prepare grant applications; ability to develop contracts with local youth service agencies and monitor compliance; ability to establish and maintain professional relationships; ability to communicate effectively both orally and in writing; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; integrity; resourcefulness; good professional judgment; tact; creativity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) A Master's Degree\* in Human Services or a related field and eight years of experience (pre or post-degree) in human services, including five years of experience where the primary function of the position was in youth services or related field, four of which must have been in a supervisory or administrative capacity; or (b) the equivalent training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary degree granting institution.

NOTE: Reference Section 176.21 of the Westchester County Charter regarding qualifications for appointment.

West. Co  
J. C.: Non-Competitive†  
HQM

Job Class Code: E0231  
Job Group: XVI