

## PROGRAM ADMINISTRATOR (YOUTH DEVELOPMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of the Youth Bureau, an incumbent of this class assists agencies and groups in the development of proposals which will qualify them for state funds through developing program management goals, objectives and evaluative mechanisms. Responsibilities also involve monitoring funded programs, developing training programs, and conducting research to ensure maximum utilization of existing resources and to ascertain needs for new ones. Work involves a good deal of independent decision making regarding program goals and community needs, and involves a good deal of fieldwork and public contact. Supervision is exercised in terms of monitoring the activities of sub-contracting. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

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

Provides technical assistance to programs receiving funds through the Westchester County Youth Bureau;

Develops management objectives for each program to be included as a part of the contract for agencies receiving Division for Youth Funds through the County Youth Bureau;

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

Develops and/or makes recommendations on tools to be utilized in the evaluation of Division for Youth Programs funded through the Youth Bureau;

Develops training program for personnel in Youth service agencies;

Acts as an advocate for the interest of youth within and without the County Government;

Confers with representatives of the departments and agencies to discuss youth related problems and possible solutions;

Acts as a catalyst to stimulate governmental and community resources to respond to existing gaps in service delivery system to the youth of the County;

Coordinates programs serving youths;

Plans and researches needs of youths in the County;

Develops pilot programs, proposals, and activities that address the needs of youth in the County;

Addresses community groups on services provided by the Youth Bureau, and/or youth related needs and services;

Assists community groups in the establishment of youth related programs;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops, conducts or participates in forums, conferences, etc., on youth issues;

Provides information to youth serving agencies in regards to resources available to youth;

Represents the County Executive and/or the Westchester County Youth Bureau at meetings and conferences;

Prepares required reports;

Recommends and evaluates youth related legislation for the County Executive;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles, practices, and techniques of administrative social and demographic research and analysis; good knowledge of occupational conditions, trends and job development; good knowledge of community organizations and resources associated with youth services; ability to establish and maintain effective working relationships with private and governmental agencies; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; skill in collecting, organizing, analyzing and interpreting data and information related to youth development good judgment; tact; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* in a field of Human Services and four years of experience in Human Services where the primary function of the position was dealing with adolescents or programs for adolescents; or (b) a Bachelor's Degree\* and five years of experience as stated in (a).

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's or Doctoral Degree\* in a field of Human Services may be substituted at a rate of 30 credits\* a year for up to three years of the above experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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

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Job Class Code: C0094  
Job Group: XII