

PROGRAM SPECIALIST (YOUTH SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position is responsible for providing technical expertise to community agencies and groups in the development, implementation, and evaluation of programs that provide services to adolescents. Work involves providing community education, consultative and support services to youth and their guardians; participating in the planning process by reviewing the merit and feasibility of new proposals to determine if plans fall within the context of the overall goals of the Youth Bureau, and monitoring contracted services to ensure conformity with contract terms and conditions as well as statutory, regulatory and programmatic requirements. Supervision is exercised over support staff and technical advice and assistance is provided to participating local agencies. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews program funding proposals to ensure conformance with overall goals and objectives as articulated in state and local service plans, the Youth Board and Youth Council;

As assigned, may supervise the work of subordinate personnel responsible for analyzing the performance of participating local agencies within major youth program components by planning, coordinating and evaluating their performances;

Assists in the implementation of the goals of programs serving targeted adolescent population groups;

Coordinates the day to day activities of specific programs;

Monitors contracted services to ensure conformity with contract terms and conditions as well as statutory, regulatory and programmatic requirements;

Researches, writes and publishes newsletters, brochures and other informational material on youth issues and available services as part of a community education effort;

Provides general community and public information regarding program goals, objectives, and achievements;

Develops and implements relevant training programs on youth issues;

Provides consultative services to contract agencies and/or program staff;

Monitors and documents services rendered by programs;

Prepares reports, data, and records required by program funding sources;

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: Thorough knowledge of current youth issues and available community resources for youths; skill in public information and community education techniques; ability to train, supervise and evaluate assigned personnel; ability to identify program problem areas and to formulate realistic solutions; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with staff and public officials; 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; initiative; tact; integrity; resourcefulness; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Master's Degree* in a Human Services field and one year of experience in Human Services where the primary function of the position was administering programs and services dealing with children, youth, and families; or (b) Bachelor's Degree* and three years of experience as stated in (a).

NOTE: Experience in Child Protective Services or Social Casework would typically not meet the above qualifications since its focus would be on children of all ages.

*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.

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