

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** COUNTY YOUTH BUREAU DIRECTOR **GRADE:** 23

**TITLE ABBREVIATION:** CTY YTH BUR DIR **TITLE NO:** 6797

**JURISDICTION:** NC **SALARY CODE:** 03 **UNIT:** M **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** YOUTH BUREAU

**NATURE OF WORK:** This position involves performance of administrative duties in the planning, coordinating, reviewing and promoting of a variety of services for youth and for managing the business and fiscal activities of the County Youth Bureau. The Director monitors subcontracts for service and conducts site visits to ensure the performance of required services. Additionally, the Director performs duties to stimulate and encourage community involvement and to encourage maximum utilization of available funds.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-position class allocated to the non-competitive jurisdictional classification of the classified service. The incumbent is responsible for planning, directing and administering County Youth Bureau activities within the policy established by the County Executive and the Youth Advisory Board. Work is performed under the general administrative oversight of the County Executive. This position is also subject to review and approval by the Youth Advisory Board which maintains a close review of budgets, contract grant applications and the general performance of the Director. The Director is permitted leeway for the exercise of independent judgment in carrying out the day-to-day activities of the Bureau. Supervision is exercised over the work of support staff.

**TYPICAL DUTIES AND TASKS:**

Develops, implements and monitors a comprehensive plan for Youth Services:

- researches data for systems of health, mental health, juvenile justice, recreation, community education and citizenship for comprehensive plan;
- attends meetings of Youth Advisory Board and its committees to provide input and submits proposals for Board approval;
- collects data and prepares analysis of youth issues to aid in developing programs and addressing needs;

- oversees runaway and homeless youth facility and PINS plan.

Administers state funds for various programs through non-profit organizations and municipalities:

- assists in the coordination of public and private nonprofit agencies and serves on boards, coalitions and task forces related to youth issues;
- develops and maintains a community inventory of services for youth;
- oversees Youth Leadership and Service Council and the publication of bi-annual Youth and Family Services Directory and quarterly newsletter;
- provides technical assistance for developing grant applications;
- processes municipal and private non-profit applications for state aid to the State Regulatory Agency;
- prepares and monitors contracts for services for approved agencies and evaluates contractual programs;
- makes periodic reports to the Youth Advisory Board and State Regulatory Agency;
- receives and reviews monthly reports from contracting agencies and distributes to the state regulatory agency and Youth Advisory Board;
- supervises the auditing of claims for reimbursement, processing of payments by the county and claims for state reimbursement.

Performs administrative functions to ensure the continued provision of youth services:

- prepares annual budget for Youth Bureau;
- manages and supervises a small staff plus several college interns;
- develops staff training programs for administration of youth service systems;
- oversees and organizes annual County Executive Awards Day and Youth in Government Day;
- prepares written and oral reports on activities;
- meets with legislative committees to discuss Youth Bureau activities and business.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the factors underlying juvenile delinquency; good knowledge of modern methods, practices and procedures used in public administration; good knowledge of research techniques as related to comprehensive planning for youth services; good knowledge of modern methods of maintaining financial and statistical records; good knowledge of program evaluation and contract monitoring procedures; good knowledge of practices and techniques used in developing grant applications; good knowledge of public relations techniques; working knowledge of budget preparation; ability to supervise the work of others; ability to coordinate activities of several different programs; ability to establish effective working relationships with others; ability to present ideas clearly and effectively, both orally and in writing; ability to plan and conduct meetings; ability to make public presentations regarding youth services; physical condition commensurate with the demand of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Social Science, Administration, Community Services or a related field and two (2) years experience in the administration and coordination of a program related to juvenile delinquency prevention and control, community service, guidance or other community programs such as human services, youth programs or social services; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree and four (4) years of experience as described in (A) above, OR
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above.

07/03/04