

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** YOUTH PROGRAM TECHNICIAN **GRADE:** 13

**TITLE ABBREVIATION:** YOUTH PRO TECH **TITLE NO.:** 6801

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

**DEPARTMENT:** YOUTH BUREAU **DIVISION:** \_\_\_\_\_

**SUPERVISOR'S TITLE:** COUNTY YOUTH BUREAU DIRECTOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for coordination, evaluation and monitoring of specific programs within the Youth Bureau. The incumbent interacts with other agencies to provide a coordinated and comprehensive plan to serve the Orange County youth population. The Youth Program Technician also gathers and analyzes statistics used to forecast future youth needs, researches funding sources to assist with budget shortfalls and speaks publicly regarding Youth Bureau programs and initiatives. Work is performed under the general supervision of the County Youth Bureau Director with considerable latitude for independent judgment in carrying out the details of the job. Incumbents may be required to work evenings, weekends and occasional overnight conferences and/or trips chaperoning youth. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Performs on-site monitoring and evaluations of County-wide youth services and youth initiative programs;
2. Coordinates services for youth and families with various youth service agencies within the County to avoid duplication;
3. Provides technical assistance to Youth Bureau contract agencies and municipalities to ensure proper administrative and program operations and development;
4. Participates in the proposal review process for youth and family programs to determine future program funding and researches new funding sources to assist with budget shortfalls;
5. Develops and implements needs assessments for youth and family services;
6. Prepares and develops a variety of records and reports necessary for efficient control and operation of youth and family programs;
7. Assists the Director in developing goals, objectives and strategies to coordinate services to the County's youth population;
8. Reports to Youth Advisory Board/Collaboration for Community Change on contract organizations and special initiatives in order to determine continued eligibility for state and county funding;

9. May coordinate and monitor the Children and Family Services Plan and/or Runaway & Homeless Youth Plans to ensure provision and non-duplication of needed services for at risk youth;
10. May serve as the RHY Coordinator to ensure compliance of the youth shelter within the county;
11. May coordinate various direct service programming, such as the Summer Youth Government Immersion Program, Youth Councils, and/or youth volunteer/civic engagement/work readiness initiatives.
12. Coordinates large scale events and makes public presentations to community groups on Youth Bureau programs and initiatives;
13. Educates positive youth development principles and practices to **various** community sectors and engages youth participation;
14. Works closely with outside state and national organizations on youth development best practices;
15. Networks and builds relationships with community organizations and members.

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

Thorough knowledge of youth development and service programs; thorough knowledge of specialized programs dealing with delinquency prevention and diversion; good knowledge of the PINS and Raise the Age related Legislation, and the juvenile justice system; good knowledge of program funding sources and reporting; good knowledge of the Orange County Youth Bureau Children and Family Services Plan; thorough knowledge of county resources, ability to gather and analyze statistics and information and to make determinations on program effectiveness based on information gathered; ability to prepare narrative and statistical reports; ability to monitor and develop budgets; ability to communicate both orally and in writing; ability to facilitate group meetings, ability to establish and maintain good working relationships with public and private officials and agencies, including youth and families; ability to evaluate program appropriateness and effectiveness; ability to facilitate trainings; ability to chaperone youth; ability to run programs based on curriculum; initiative; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Bachelor's Degree and one (1) year of professional work experience providing services to families or youths in need; OR
- (B) Completion of sixty (60) credit and three (3) years of experience as outlined in A above.

**SPECIAL REQUIREMENTS:** Must possess the ability to fulfill the travel requirements of field assignments.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REVISED: 01/18/24