

DEPUTY YOUTH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves assisting with responsibilities of the Youth Bureau by planning, initiating, coordinating, directing, reviewing and promoting a variety of youth services programs aimed at preventing juvenile delinquency and improving the welfare of county youth. Responsibilities also involve planning and coordinating activities of public, private and voluntary agencies and organizations involved in prevention of delinquency and youth crime and in advancing moral, physical, mental and social well-being of youth through staff assistance and financial aid. Appointed by the Youth Director, the Deputy Youth Director acts for and in place of the Youth Director in his/her absence. Work is performed under general supervision and in coordination with the Putnam County Youth Board. Supervision is exercised over youth services staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists in the planning, development and implementation of programs to serve the needs of youths, including proposals to secure grant funded programs;
- Assists in the planning, development and conduct of programs of an informational and educational nature to prevent juvenile delinquency, improve the welfare of youths and further youth development;
- Assists in the preparation of 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 Putnam County youth services;
- Coordinates outreach efforts and establishes community liaisons, representing the Youth Director with community groups;
- Provides assistance to agencies and/or community groups in the development of proposals in order to receive New York State funds;
- Provides technical assistance to associations, agencies and corporations receiving funds through the Putnam County Youth Bureau to provide programs, services and/or facilities for youth services;
- Assists in the Administration of all funds and grants appropriated to the Youth Bureau;
- Assists in the review and approval of objectives for each program to be included as part of the contract for agencies receiving funds through the County Youth Bureau;

DEPUTY YOUTH DIRECTOR (cont'd)

Monitors agencies receiving 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;
Assists in the preparation of the annual Youth Bureau budget and monitors expenditures;
Assists in the supervision, training and evaluation of the performance of the Youth Bureau staff;
Carries out such other duties as assigned by the Youth Director;
Attends meetings and conferences;
Acts for and in place of the Youth Director in his/her absence;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the programs and issues affecting youths; good knowledge of community organizations and resources available providing services to youths; good knowledge of the goals, objectives, policies and procedures of Putnam 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; integrity; resourcefulness; good professional judgment; tact; creativity.

MINIMUM QUALIFICATIONS: Either

- a) Master's Degree in social work, education, guidance, counseling, recreation, health, mental health or a related field and one (1) year of experience working with youth in recreation, youth development, character building, delinquency prevention or similar fields;
or
- b) Bachelor's degree as indicated in a) and two (2) years of experience working with youth in recreation, youth development, character building, delinquency prevention or similar fields; or
- c) An equivalent combination of education and experience as described in a) and b) above.

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