

## YOUTH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible program development and monitoring work involving considerable exercise of independent judgment in planning, initiating, coordinating, reviewing and promoting a variety of delinquency control and prevention programs among and for youth. The Youth Director is appointed by and responsible to the County Executive. The work also involves coordination and consultation with the Putnam County Youth Board which may recommend policies and/or plans which promote youth development and prevent delinquency. Performs related work as required.

### TYPICAL WORK ACTIVITIES:

Works closely with the Youth Board to advocate for youth with the executive, administrative and legislative bodies and the community at large regarding the development of services and strategies which address locally identified youth problems and needs;

Determines the extent and availability of services to youth, and the need for expansion or consolidation of those services within the County;

Prepares and submits plans and comprehensive programs to the County Executive and upon approval, submits such plans to the New York State Division for Youth;

Manages office operations including procedures, budget preparations and adherence to policies and regulations;

Works with municipalities, public and private agencies and groups to encourage cooperation and other conditions beneficial to youth programs and the welfare of youth;

Prepares and supervises preparation of applications for federal, state and other financial assistance for agencies seeking to develop and expand youth programs and services;

Prepares and supervises preparation of news and publicity releases, radio announcements, and other public relations materials;

Oversees and evaluates programs providing services to youth whether administered directly or indirectly;

Oversees the compilation of data and prepares reports concerning economic, sociological and other conditions as they relate to the problems and programs for youth;

Advises and aids agencies in the coordination and administration of programs;

Establishes and administers programs for youth as deemed necessary;

Prepares reports as necessary;

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.*

YOUTH DIRECTOR (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of maintaining financial and statistical records; good knowledge of modern public relations techniques; good knowledge of community resources and facilities available to youth; working knowledge of the characteristics, problems, needs and interests of youth; ability to plan, coordinate, supervise and direct the work of others; ability to plan, promote, direct and coordinate a community wide program of delinquency control and prevention; ability to perform research and prepare reports; ability to establish and maintain effective and professional working relationships with a variety of people, colleagues as well as the public; tact; courtesy; initiative; dependability.

MINIMUM QUALIFICATIONS: Either

- a) Masters Degree in social work, education, guidance, counseling, health, mental health or a related field and two (2) years of experience working with youth in recreation, youth development, character building, delinquency prevention or similar fields; or
- b) Bachelors degree in social work, education, guidance, counseling, health, mental health or a related field and three (3) years of experience working with youth in recreation, youth development, character building, delinquency prevention or similar fields; or
- c) An equivalent combination of experience and training 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.