

## **YOUTH BUREAU DIRECTOR**

**JOB CODE:** 6305  
**DEPARTMENT:** Tioga County Department of Social Services  
**CLASSIFICATION:** Non-Competitive  
**SALARY GRADE:** Non-Union  
**ADOPTED:** 12/95; Revised 12/01; 05/20 Tioga Co. Personnel & Civil Service

**\*PUBLIC OFFICER – no term**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves administering the County Youth Bureau programs, which includes providing information and referrals, public relations, agency coordination and business activities in addition to developing or approving a wide range of youth development and delinquency prevention programs. The Director portion of this position has administrative control over the sponsorship of programs receiving Youth Bureau designated funds from the Office of Children and Family Services (OCFS). These duties are performed under the administrative direction of the County Youth Board and the general direction of the Tioga County Department of Social Services in accordance with policies and procedures approved by the County Legislature and the New York State Office of Children and Family Services (OCFS). The Youth Bureau Director reports to the Chief Elected Official (Chair of the County Legislature). Daily supervision will be provided by the Deputy Commissioner of Social Services. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

- Plans, assigns, promotes, initiates, coordinates and directs a variety of special activities to better protect and promote the welfare of children and youth;
- Plans and prepares tentative budgets, allocates expenditures and disbursements and recommends needed appropriations for local youth programs;
- Prepares or assists in the preparation of applications for State or Federal reimbursements of programs operated or proposed by the Youth Bureau, contract agencies or other public or private groups;
- Establishes and coordinates training programs, conferences, meetings and workshops for personnel and volunteers throughout the County;
- Serves as liaison with local government youth commission assisting with planning and coordinating individual or cooperative youth service programs and activities;
- Compiles data and prepare reports regarding economic, psychological and sociological conditions of the County as they relate to the problems of juvenile delinquency and Youth Bureau activities;
- Performs a variety of professional and administrative tasks in developing and operating the Youth Bureau program;
- Meets regularly with the Youth Bureau Board of Directors;
- Performs other duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of factors underlying juvenile delinquency and personal maladjustment; thorough knowledge of economic, psychological and sociological and personality testing and analysis procedures; thorough knowledge of the principles and practices of program management as they relate to the New York State Division for Youth; good knowledge of modern methods of maintaining financial and statistical records; good knowledge of modern public relations techniques; ability to plan, promote, direct and coordinate a comprehensive community wide program of delinquency control and prevention; ability to perform basic research and prepare detailed reports; ability to secure the cooperation of others; physical condition commensurate with the demands of the position.

## 2. Youth Bureau Director

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in the social sciences or a related field and **EITHER:**

(a) Two years of full-time work experience (or its part-time equivalent) working with youth in recreation, youth development, alcohol or drug abuse counseling, character building, delinquency prevention or similar fields;

**OR**

(b) A Master's Degree in social work, psychology, community development, guidance, or a related field and one year of the above full-time work experience (or its part-time equivalent); **OR**

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).