

Jurisdictional Class: Competitive

Adopted: February 3, 1977 as Executive Director/Youth Bureau

Revised: April 2, 2019

## **SUPERVISOR (COUNTY YOUTH PROGRAMS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative and professional position involving responsibility for initiating, planning and coordinating programs and services for youth and their families. Much of the work is of an advisory or consultant nature. The incumbent has considerable contact with other agencies and programs, as well as the public. The work is performed under general direction and administrative approval of the Commissioner or Deputy Commissioner of Social Services and the County Youth Board with wide leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate personnel, as well as oversight of youth in a variety of programs. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, organizes and coordinates a variety of programs and activities for the benefit of youth and their families;

Supervises and assists in preparation of news and publicity releases, exhibits, displays and other materials for informing the public of youth activity programs.

Plans and prepares tentative budgets, allocates expenditures and disbursements and recommends need appropriations for local youth programs;

Establishes and coordinates training programs, conferences, meetings and workshops throughout the County;

Recommends services and programs necessary to carry out plans to meet the needs of individuals and families;

Makes referrals to other agencies when indicated;

Maintains cooperative relationships with service agencies in the community;

Serves as a resource to agencies, youth commissions and community members in formulating service and work organization plans and planning and coordination of individual or cooperative recreation programs and activities;

Coordinates the utilization of community recreation resources and facilities to further program objectives;

Oversees government funded county programs providing guidance and technical assistance to insure they operate as planned and are effective;

Compiles information and data from a variety of sources to assess needs, plan programs, services and activities, which promote positive youth development and prevent delinquency;

Prepares news and publicity releases to promote positive youth development;

Prepares correspondence, records and reports as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern principles, practices and techniques of social group work and human relations;

Good knowledge of principles and practice of social casework;

Good knowledge of Federal, State and local social service laws and programs;

Good knowledge of factors underlying juvenile delinquency;

Working knowledge of methods of maintaining financial and statistical records;

## Supervisor (County Youth Programs)

Ability to effectively plan, coordinate, organize, promote and evaluate a variety of social, recreational and educational programs;

Ability to perform basic research and to prepare detailed reports;

Ability to organize, prepare, and maintain detailed records and reports;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective interpersonal relationships;

Ability to plan and supervise the work of others;

Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of experience in social work, youth in recreation, youth development, youth court, delinquency prevention or a closely related field.

**NOTE:** College credit hours in Recreation Administration, or a closely related field, can be prorated toward meeting the required experience listed above.

**NOTE:** Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely, and efficient manner.