

ASSISTANT YOUTH SERVICES DIRECTOR

GENERAL STATEMENT OF DUTIES: Assists the Youth Services Director in carrying out administrative supervision for youth-related programs and for the supervision of a community facility or center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Youth Services Director, the incumbent in this class is responsible for assisting same in all aspects of the administration, organization, operation and supervision of the community youth program. This is a responsible position, involving assisting the Youth Services Director in the formulation and carrying out of programs meeting the community's youth needs. The Assistant Youth Services Director assists the Youth Services Director in the analysis, evaluation and promotion of various programs and acts for him/her in his/her absence. Supervision is exercised over a staff of professional, paraprofessional, and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the direction of a total program of community services inclusive of recreational, educational and social needs;

Assists in the conduction of research programs into the activities of public and private agencies affecting community development;

Assists in the coordination with other municipal departments and local agencies, both private and public, affecting community development;

Assists in the recommendation and development of programs for the well-being of the service community;

Assists in the preparation of the annual department budget;

Assists in the analysis, development, promotion and coordination of programs related to the social problems and needs of the service community;

Makes recommendation to the Youth Services Director;

Assists in the recruitment and evaluation of job referrals;

Is responsible as "Acting Director" for the total operation of the facility/ center in the absence of the Youth Services Director;

Is responsible for general and direct supervision of Program Directors and other subordinate staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the social factors which contribute to the development of juvenile delinquency and youth crime; good knowledge of community organization with particular emphasis on the public and private agencies serving children and youth; good knowledge of the principles of social research and the collection of social statistics; ability to obtain the cooperation of social work, correctional, law enforcement, and service agencies; the ability to analyze and evaluate a mass of raw factual data; ability to speak and write effectively; tact; initiative; creativity; resourcefulness; emotional maturity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a high school or possession of a high school equivalency diploma and either: (a) graduation from a recognized college or university with a Bachelor's Degree in Sociology, Psychology, or allied major and one (1) year of experience in social case work, child guidance, institutional work, recreation, teaching, or similar areas dealing with the management and training of children and/or youths; or (b) one (1) or thirty (30) credit hours of graduate work in social work, psychology, sociology, or education; or (c) five (5) years of experience as stated in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.