

EXECUTIVE DIRECTOR/YOUTH BUREAU
(City of Peekskill)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the City Manager, the incumbent is responsible for analysis, development, coordination, administration and promotion of comprehensive programs designed to enhance the quality and quantity of services related to the social problems and needs of the city's youth. This is achieved through the incumbent's ability to research and analyze the needs of the city's youth population and through the incumbent's ability to develop and maintain effective relationships with various public and private agencies active in youth programs. Essential to the program's success is the nature and character of the incumbent's relationship with the city's youth, particularly at-risk, underprivileged youth, and the ability to manage the Youth Bureau budget. Supervision is exercised over a staff of professional, paraprofessional and clerical personnel and large numbers of part-time youth employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes, coordinates and administers a full service youth bureau;

Provides advice and guidance, on a daily basis, to program participants, particularly at-risk youth;

Develops and makes recommendations on policies and programs concerning the social behavior and well-being of the community's youth;

Implements programs hand-in-hand with youth participants;

Consults with the City Manager and other policy making officials on the availability of resources for youth programs;

Prepares annual bureau budget in coordination with Youth Board and submits same to the City Manager;

Prepares applications for funding applications for County and State youth program funding sources;

Formulates and develops business strategies to secure federal and state grants, corporate sponsorship and nonprofit status;

Coordinates with various funding sources to create private sector job initiatives for current and potential program participants;

Establishes and maintains relationships with local businesses to create private sector jobs for youth;

Meets with public and private agencies to stimulate and channel youth-directed activities for the best interest of the total program;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Develops programs for Mayor and Common Council and Youth Board; administers same for the provision of youth employment opportunities;

Plans and conducts a program of public information, community relations and public relations related to the overall youth programs of the city;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of community organization with particular emphasis on the public and private agencies serving youth; good knowledge of the principles of social research and the collection of social statistics; ability to relate effectively with youth, particularly at-risk and underprivileged youth; ability to work non-regular hours in response to youth/program needs; ability to obtain cooperation of social work, correctional, law enforcement and service agencies; ability to work one-on-one with the City Manger in a confidential capacity; ability to work with other Department Heads in a systematic delivery of youth services; ability to prepare and monitor a departmental budget; ability to analyze and evaluate a mass of raw factual data; ability to evaluate grant proposals or sources in terms of identified needs; ability to make persuasive oral or written presentations; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; tact; initiative; resourcefulness; emotional maturity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) an Associate's Degree* in Sociology, Psychology or closely related field and four (4) years of experience in social case work, child guidance, youth work, teaching, or a similar occupation dealing with the management and training of groups of youths and/or children; or (b) a Bachelor's Degree* in Sociology, Psychology or closely related field and two (2) years of experience as described in (a) above; or (c) a Bachelor's Degree* in Business Administration, Public Administration, Finance or Accounting and two (2) years of experience as described in (a) above; or (d) a Master's Degree* in Social Work, Sociology, Psychology, Business Administration, Public Administration, Finance or Accounting and one (1) year of experience as described in (a) above.

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