

YOUTH SERVICES DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of municipal management, the incumbent of this position is responsible for the analysis, development, promotion and coordination of programs related to the social problems and needs of local youth, and will represent the municipality in matters concerning the protection and welfare of youth. This is a responsible position dependent on the information gained from research and analysis of the needs of the population, as well as the nature and character of the relationships developed with the various public and private agencies active in programs for and with youth. The Youth Services Director may be responsible for the procurement, coordination and budget control of grant-funded programs and the administration of a Community Center facility. Supervision may be exercised over a staff of professional, paraprofessional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts research programs into activities of public and private agencies affecting youth;

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

Plans, organizes, coordinates and administers informational and educational programs at a Community Center facility;

Consults with the Village Board and other policy-making officials on the availability of resources and development of plans for youth programs;

Meets with other public and private agencies such as corporations and religious institutions to stimulate and channel youth-directed activities for the best interest of the total program;

Plans and implements a program of collecting, tabulating, and analyzing data on the incidence of juvenile delinquency and youth crime from the various courts, police departments, the Sheriff's Department and the District Attorney's Office;

Monitors and reviews programs to ensure effectiveness in meeting goals and objectives for community youth;

Provides advice and guidance relating to matters affecting youth, including oversight of and technical assistance to the Youth Board;

Develops programs and procedures for stimulating the provision of employment opportunities for youth;

Plans and conducts a program of public information, community relations and public relations relating to the youth program;

Administers all funds and grant monies appropriated for the youth bureau;

Responsible for the procurement, coordination and budget control of grant-funded programs;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the social factors which contribute to the development of juvenile delinquency and youth crime; thorough 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 cooperation of social work, correctional, law enforcement, and service agencies; ability to analyze and evaluate a mass of raw factual data; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties 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: Graduation from high school or possession of a high school equivalency diploma and seven (7) years of work experience administering or directing a youth services program† and/or counseling of children or youth.

SUBSTITUTION #1: a Bachelor's Degree* will substitute for four (4) years of the work experience described above.

SUBSTITUTION #2: a Bachelor's Degree* in Sociology, Psychology, Social Work, Education, Counseling or a closely related field will substitute for five (5) years of the work experience described above.

SUBSTITUTION #3: Satisfactory completion of thirty (30) college credits towards a Master's Degree* in Sociology, Psychology, Social Work, Education, Counseling or a closely related field may substitute for one (1) additional year of work experience as described above, for a total of six (6) years. If using this substitution, there is no substitution for the one (1) remaining year of work experience indicated.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

†DEFINITION: A youth services program is a program that delivers services to youth in areas such as recreation, education, employment, youth development, delinquency prevention, or character building.