

DEPUTY COMMISSIONER - YOUTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the department head, the incumbent is responsible for the planning, organizing, implementation and administration of a county-wide comprehensive plan for County Youth Programs. This is a supervisory position and under the direction of the department head, the incumbent must interpret and execute policies recommended by the County Youth Board and adopted by County Executive. Supervision may be exercised over the activities of professional and clerical subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interprets and executes policies adopted by the County Executive under the direction of the Commissioner of Youth Services;

Interprets and executes policies recommended by the County Youth Board regarding youth services under the direction of the Commissioner of Youth regarding youth services under the direction of the Commissioner of Youth;

Services and makes recommendations through the Commissioner to the Youth Board;

Supervises the detailed preparation of an annual county-wide comprehensive plan for youth services under the direction of the Commissioner of Youth Services;

Supervises the planning, organizing, implementation and administration of County Youth Board programs;

Supervises professional staff in program development, agency monitoring and evaluation activities;

Assigns and supervises surveys, research and special studies to the staff and prepares special or interim reports on the status of various aspects of youth services programs as directed;

Coordinates the use of Youth Services in the Division of Detention and directs the development and provision of services as needed;

Reviews and evaluates contract agency proposals, budget requests and past performance and makes recommendations through t he Commissioner to the County Youth Board;

Attends and participates in meetings with Community Youth organization, public private youth service agencies, and local Youth Boards;

Maintains regular and effective working relationship with local youth boards, the State Division for Youth, the Detention Division other county departments and public and private youth service agencies, and local Youth Boards;

Acts for Commissioner of Youth Services in his absence;

Addresses lay and professional groups;

Assists in the planning and preparation of the tentative budget requests, allocation of expenditures and disbursements, and recommends needed appropriations for the Youth Services Division;

Directs the collection and timely reporting of service statistics for State reimbursement claims to the Administrative/ Fiscal Unit.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of factors underlying juvenile delinquency and personal maladjustment; thorough knowledge of economic, psychological and sociological problems related to juvenile delinquency; knowledge of psychological and personality testing and records; thorough knowledge of modern public relations techniques; ability to plan, coordinate and direct the work of others; ability to plan, promote, direct, and coordinate a comprehensive community wide program of delinquency control and prevention; ability to perform basic research and to prepare detailed reports; a high degree of administrative, managerial leadership abilities; ability to meet the public and to address groups effectively; ability to secure the cooperation of others; tact and courtesy; industry and dependability; neatness and neatness of appearance; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in social work; education, guidance counseling, sociology, recreation, Business Administration or other related fields and four (4) years of experience in an agency dealing with the problems and needs of youth, at least two (2) years of which was in an administrative and/or supervising position with responsibility for planning, developing and directing youth programs; or:
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Social Work, education, guidance counseling, sociology, recreation, Business Administration or other related fields and five (5) years of experience in an agency dealing with the problems and needs of youth, at least two (2) years of which was in an administrative and/or supervising position with responsibility for planning, developing and directing youth programs; or:
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.