

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 01/19/99
Revised: 02/22/17, 09/07/22

DEPUTY YOUTH BUREAU DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The Deputy Youth Bureau Director assists in the overall administration of the Youth Bureau either by directing a specific division of the Youth Bureau or by assisting the Youth Bureau Director in specific administrative tasks as assigned. The work includes responsibility for program planning and development, program administration and evaluation, facilities management, personnel management and fiscal management. The Deputy Youth Bureau Director serves as the Youth Bureau Director's representative as assigned and may assume the Youth Bureau Director's responsibilities in the Director's absence. The work is performed under the general direction of the Youth Bureau Director with wide latitude permitted in the performance of the work. Supervision is exercised over the work of supervisory, professional, paraprofessional, maintenance and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Initiates, plans, promotes, coordinates and directs a variety of youth development programs, recreation programs, special events, and the use of recreational facilities;

Evaluates programs to effectively meet community needs and to ensure maximum utilization of staff, resources, equipment and facilities;

Plans, directs and oversees the use, maintenance, repair and upgrade of Youth Bureau facilities, including Cass Park;

Selects, supervises, trains, evaluates and disciplines staff;

Assists in the formulation of policies and procedures for the administration of various programs, and communicates and interprets policies and procedures to staff;

Prepares or assists in the preparation of applications for State, Federal and other funding for programs operated or proposed by the Youth Bureau;

Prepares or assists in the preparation of annual budgets and revenue estimates, monitors operating budgets, allocates expenditures and disbursements, and recommends needed appropriations for departmental programs and facilities;

Identifies revenue sources, develops and implements fundraising ideas, and coordinates the donation of in-kind services for Youth Bureau programs;

Plans, prepares and prioritizes capital project requests;

Coordinates and oversees implementation of approved capital projects; participates in design activities; serves as onsite City representative for contractors during construction phases;

Plans, coordinates and administers in-service training for agency personnel and volunteers;

Coordinates promotion and publicity for Youth Bureau programs, special events, and recreational facilities;

Represents the Youth Bureau in a variety of community forums and committees to facilitate coordination of community services and recreation resources and facilities;

Prepares a variety of narrative, statistical and financial reports and records;

May assume the Youth Bureau Director's responsibilities in the Director's absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the typical problems and needs of modern youth; thorough knowledge of factors underlying juvenile delinquency and personal maladjustment; thorough knowledge of the principles, practices and objectives of public recreation; thorough knowledge of recreation administrative theory, principles and practices; good knowledge of the principles, practices and techniques of program planning and analysis; good knowledge of public and private resources for the provision of youth and recreational services; good knowledge of the principles and practices of administrative supervision; good knowledge of governmental budgetary procedures; working knowledge of public relations techniques; strong organizational skills; ability to plan, direct and promote a comprehensive community-wide recreation and youth services program; ability to effectively manage recreational facilities; ability to plan, coordinate and direct the work of others; ability to plan, promote, direct and coordinate recreation and youth development programs; ability to communicate effectively, both orally and in writing; ability to prepare narrative, statistical and financial reports and records; ability to establish and maintain effective working relationships with others; ability to address groups effectively; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master's degree in social work, sociology, psychology, human services, education, recreation, business or public administration, communications or a related field with similar course curriculum AND one (1) year of full-time paid experience, or its part-time and/or volunteer equivalent, working in a human service or public service agency in a capacity which involves the administration or supervision of the provision of direct services to clientele; or
- B. Possession of a Bachelor's degree in social work, sociology, psychology, human services, education, recreation, business or public administration, communications or a related field with similar course curriculum AND two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working in a human service or public service agency in a capacity which involves the administration or supervision of the provision of direct services to clientele; or
- C. Graduation from high school or possession of a high school equivalency diploma AND six (6) years of full-time paid experience, or its part-time and/or volunteer equivalent, working in either a human service agency in a capacity which involves the provision of direct services to clientele or in an educational environment as a teacher, teacher assistant or teacher aide or similar position providing direct educational services or support to youth. At least two (2) of these six (6) years of experience must have been in an administrative or supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (a) through (c).

Note: College degrees 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 and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.