

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 02/05/80
Revised: 11/12/91, 05/19/97, 05/02/02, 04/02/14, 09/07/22

YOUTH BUREAU DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is the principal administrative position of the Ithaca Youth Bureau. The Youth Bureau Director is responsible for planning, directing, managing and administering all Ithaca Youth Bureau programs, including youth development, recreation, recreation support services, Cass Park operations, counseling, public relations, personnel management, fiscal management, agency coordination and business activities. In addition to overseeing the daily operations and programs of the Ithaca Youth Bureau, the Youth Bureau Director is responsible for seeking, coordinating and managing departmental funding streams from State, County, Federal and private sources, and for ensuring that departmental programs meet community goals and needs. The work is performed under the administrative direction of the Mayor, with guidance from the Youth Bureau Advisory Board, with wide latitude permitted in developing and administering the overall programs. Supervision is exercised over supervisory, professional and clerical Youth Bureau Staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and administratively supervises the daily operations and programs of the Ithaca Youth Bureau, including youth development, recreation, recreation support services and Cass Park;
Manages department time and resources to make significant contributions to major initiatives;
Hires, develops, assigns, evaluates, promotes, disciplines and, as necessary, terminates subordinate personnel;
Trains and supervises staff in the four primary divisions of the Youth Bureau, as well as front office and maintenance staff; facilitates staff meetings;
Plans, assigns, promotes, initiates, coordinates and directs a variety of special activities to better protect the welfare of children and youth;
Prepares and supervises the preparation of news and publicity releases, special exhibits and displays, radio announcements, feature stories and other public relations materials;
Plans and prepares tentative budgets, allocates expenditures and disbursements, manages departmental finances and recommends needed appropriations for local youth programs;
Prepares or assists in the preparation of applications for State, County, Federal and private funding and reimbursements of programs operated or proposed by the Youth Bureau;
Establishes and coordinates training programs, conferences, meetings and workshops for personnel and volunteers throughout the City;
Works with a variety of groups to promote program objectives and to advocate for youth services;
Reviews departmental performance and effectiveness;
Serves as liaison with local government committees, Common Council, youth boards, the Friends of the Ithaca Youth Bureau, and the intermunicipal Recreation Partnership Board, collaborating on planning and coordinating individual or cooperative programs and activities;
Coordinates the utilization of community services, resources and facilities to further program objectives;
Performs a variety of professional and administrative tasks in developing and operating the Youth Bureau programs;
Manages facilities, recreation areas, equipment maintenance and capital projects relevant to the Youth Bureau's operations;
Prepares correspondence and activities reports as required.

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 recreation administrative theory, principles and practices; good knowledge of the principles, practices and techniques of program planning and analysis; good knowledge of modern public relations techniques; good knowledge of the principles and practices of administrative supervision; good knowledge of public and private resources for the provision of youth and recreation services; good knowledge of governmental budgetary procedures; strong organizational skills; ability to plan, coordinate and direct the work of others; ability to plan, promote, direct and coordinate a comprehensive community-wide recreation and youth services program; ability to prepare narrative, statistical and financial reports and records; ability to meet the public and to address groups effectively; ability to monitor grant payments and funding procedures; ability to establish and maintain effective working relationships; ability to communicate effectively, both orally and in writing; ability to secure the cooperation of others; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master's Degree in Social Work, Psychology, Sociology, Human Services, Education, Recreation, Public Administration, Business Administration or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time paid and/or volunteer equivalent, working in a human services agency, recreation department or an educational environment in a capacity which involves the administration or supervision of direct service programs; or
- B. Possession of a Bachelor's Degree in Social Work, Psychology, Sociology, Human Services, Education, Recreation, Public Administration, Business Administration or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid and/or volunteer equivalent, working in a human services agency, recreation department or an educational environment in a capacity which involves the administration or supervision of direct service programs; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above. Please note that this means that the minimum academic requirement is at least a Bachelor's Degree in one of the specified fields.

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.