

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 04/06/05
Revised: 09/15/10, 09/07/22

YOUTH PROGRAM ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing, implementing and directing the Youth Development Division of the Youth Bureau. The incumbent oversees youth program development, financial management and administrative functions. This position differs from that of Youth Program Coordinator by virtue of the fact that a Youth Program Administrator has administrative oversight of all youth development programs. The work is performed under the general supervision of the Youth Bureau Director with wide leeway allowed for program planning. Administrative supervision is exercised over Youth Program Coordinators, Youth Program Leaders and subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the planning, organization, implementation and direction of varied youth development programs;
Recruits, interviews, selects and assigns the staff of youth development programs;
Supervises, assigns and evaluates the work of subordinate staff;
Prepares and administers the Division budget and directs, controls and accounts for the fiscal management of the youth development program;
Explores funding options and grants and prepares applications by obtaining and compiling data information to renew funding for programs;
Plans and coordinates in-service training for staff members and volunteers involved in the various youth service programs;
Contacts and meets with community organizations, schools, parents, and various government agencies to promote programs and enhance services sponsored by the Youth Bureau;
Reviews and conducts needs assessments for existing programs and services to assure maximum utilization of resources;
Promotes sponsored youth development programs and conducts public relation activities including press releases and public speaking;
Conducts and attends conferences, meetings and workshops related to youth development programs, objectives and development of programs.
Reports to the Youth Bureau Director aspects of the program and informs him or her and other City officials on Youth Development Program needs;
Prepares a variety of records and reports related to program activities;
Assists the Youth Bureau Director in the formulation of policies of general application and recommends new policies or programs for implementation;
May act for and in place of the Youth Bureau Director as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the of the policies, procedures, rules and regulations governing all youth program areas; thorough knowledge of the underlying principles of youth development and growth; thorough knowledge of the typical problems and needs of youth; good knowledge of community resources available to youth; good knowledge of public relations and educational techniques; good knowledge of the grant application process and monitoring; good knowledge of public and private funding resources and means of allocating funds for youth programs; working knowledge of municipal budget process; ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to Youth Development programs; ability to formulate a local government needs assessment for program areas; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to establish rapport with youths; ability to prepare and deliver presentations in a clear, concise and articulate manner; ability to communicate effectively both orally and in writing; ability to analyze and organize data and prepare records and reports; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Bachelor's degree in sociology, psychology, social work, counseling, education, or a closely related field with similar course curriculum and two (2) years of full-time paid supervisory experience, or its part-time and/or volunteer equivalent, working with youth in recreation, youth development, character building, delinquency prevention, education or closely related field; or
- (b) Possession of an Associate's degree in sociology, psychology, social work, counseling, education, or a closely related field with similar course curriculum and four (4) years of full-time paid experience, or its part-time and/or volunteer equivalent, working with youth in recreation, youth development, character building, delinquency prevention, education or closely related field, at least two (2) years of which must have been in a supervisory capacity; 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 with youth in recreation, youth development, character building, delinquency prevention, education or closely related field, at least two (2) years of which must have been in a supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

Substitutions:

- 1. College degrees in fields of study other than those specified in (a) and (b) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: 1 year college education = 6 months of qualifying experience.
- 2. College coursework that did not result in the attainment of a job-related degree as defined above may be substituted for a portion of the required work experience at the rate of:

Thirty (30) credit hours of job-related college coursework shall be the equivalent of one (1) year of full-time work experience

Provided, however, that in no event shall college coursework toward an Associate's degree be substituted for more than eighteen months of work experience if the Associate's degree has not been obtained; nor shall college coursework toward a Bachelor's degree be substituted for more than forty-two (42) months of work experience if the Bachelor's degree has not been obtained; nor shall college coursework toward a Master's degree be substituted for more than six (6) months of work experience if the Master's degree has not been obtained.

Note: College degrees must have been awarded by, and college coursework completed at, 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, or college coursework completed at, 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.