

ASSISTANT COMMISSIONER FOR YOUTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position assigned to the Dutchess County Department of Community and Family Services Youth Bureau. This position is responsible for the evaluating, planning, initiating, coordinating, directing and monitoring the Youth Development Framework, known as Path to Promise (P2P) Initiative. This position will participate in the Dutchess County Youth Board & Coordinating Council. Responsibilities may involve research, program development, monitoring, evaluation and/or technical assistance to municipalities and not-for-profit agencies. This position will conduct outreach efforts, facilitate workshops and youth engagement opportunities while engaging municipal officials, community volunteers and/or direct and administrative staff of not-for-profit agencies in cooperative planning and implementation of effective youth services. Work is performed under the general direction of the Commissioner and in accordance with the rules and regulations of New York State. The Assistant Commissioner for Youth Services will have wide latitude for exercising independent judgment in applying professional knowledge and expertise to specialized problems and issues. This position is expected to work non-routine hours beyond the normal work week, as needed. Direct and general supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Exercises administrative direction and supervision over all activities related to the Youth Development Framework, known as Path to Promise (P2P) Initiative;
2. Exercises direct supervision over research activities, data collection activities, and reports;
3. Maintains community relations by attending conferences and meetings of local government units, social agencies, and citizen groups to explain and/or coordinate existing and proposed services and programs;
4. Represents the department on various committees, boards, with the media, and through community projects and presentations;
5. Determines the extent and availability of services/programs to youth (birth through age 19) and their families;
6. Develops a database of services/programs available in Dutchess County to youth (birth through age 19) and their families;
7. Makes policy recommendations to the county for services/programs for youth (birth through age 19) and their families based on interpretation of collected data/information;
8. Prepares and administers grant services/programs;
9. Prepares and submits plans for comprehensive services/programs to be reviewed by Dutchess County Youth Board & Coordinating Council, County Executive, Legislature and community partners;
10. Supervises the compilation of data and preparation of reports concerning economic, sociological and other conditions as they relate to the problems faced by services/programs for youth (birth through age 19) and their families;
11. Manages and coordinates the role of the county in both community and special events, specifically related to youth (birth through age 19) and their families;
12. Acts as a liaison between youth (birth through age 19) and their families and service providers;
13. Advises and assists local/regional municipalities, public and private agencies/service providers in the development, coordination and administration of services/programs to youth (birth through age 19) and their families;
14. Works with local/regional municipalities, public and private agencies/service providers to promote services/programs and facilitate cooperation and partnerships for youth (birth through age 19) and their families;
15. Assists Communications Director in the preparation of news and publicity releases, radio announcements, and other public relations materials;

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16. Organizes and manages interdepartmental training for Single Point of Access (SPOA) on topics related to youth (birth through age 19) and their families;
17. Works with OCIS and Communications Director to create/maintain youth (birth through age 19) and their families website portal;
18. Initiates the establishment and administration of services/programs for youth (birth through age 19) and their families as deemed necessary;
19. Meets with and addresses a variety of individuals and groups on the needs, problems and services/programs for youth (birth through age 19) and their families across the community;
20. Assists in the development of focus groups for specific areas that encompass the major elements of a child's growth process, specifically learning, material basics, safety, family/social relationships, mental health and physical health.

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

Thorough knowledge of modern managerial and supervisory principles, practices and techniques; Working knowledge of local department's organization, rendered activities and services;
Working knowledge of the field of public social services, including Federal, State, and local laws, rules, regulations and directives;
Working knowledge of the private social services field;
Working knowledge of governmental budgeting procedures;
Good managerial and supervisory skills;
Good analytical and decision making skills;
Ability to establish satisfactory interpersonal relationships;
Ability to read, interpret, and implement reports, rules and directives;
Ability to communicate effectively, both orally and in writing with a variety of people, including colleagues, professional personnel and community members;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Master's degree and three (3) years of full-time paid work experience (post degree) in a health, education, or social agency whose primary focus is youth development and/or delinquency prevention, two (2) years of which must have been in an administrative capacity responsible for planning, directing, and coordinating the work of subordinate non-clerical staff members;
- OR: (B) Bachelor's degree and five (5) years of full-time paid work experience (post degree) in a health, education, or social agency whose primary focus is youth development and/or delinquency prevention, four (4) years of which must have been in an administrative capacity responsible for planning, directing, and coordinating the work of subordinate non-clerical staff members;
- OR: (C) An equivalent combination of education, training and experience as defined by the limits of (A) through (B) above.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application, and to maintain the position.

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NOTES:

1. Only education gained 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/U.S. Secretary of Education is acceptable for purposes of qualification.
2. Part-time work experience is not acceptable.
3. Teaching at the pre-school, elementary, secondary or post-secondary level will not be considered qualifying work experience.
4. Athletic coaching will not be considered qualifying work experience.
5. Baby-sitting, child care or daycare experience will not be considered qualifying work experience.

ADOPTED: 07/15/19