

YOUTH COMMUNITY SERVICE SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Plans and administers the youth community services and outreach programs and activities in the Department of Youth Affairs.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)

Plans, administers and coordinates the youth community services and outreach programs, including special projects and activities and the employment development programs.

Directs the coordination and preparation of comprehensive plans and annual work programs and projects.

Prepares budget requests for federal and local funding; monitors and evaluates locally and federally funded projects to insure compliance with program guidelines and requirements.

Initiates/recommends the implementation of changes in organization, policies, procedures and program operations to enhance efficiency and effectiveness of youth community services and related youth development and delinquency control and prevention programs.

Maintains liaison with other governmental agencies and community organizations; promotes community interests and participation in youth programs and activities.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, theories and practices of psychology, sociology and juvenile delinquency control and prevention.

Knowledge of the growth and development, needs and problems of youths.

Knowledge of the principles and practices of management.

Ability to plan and administer youth community services and youth development and delinquency control and prevention programs.

Ability to interpret, apply and make decisions in accordance with pertinent laws, policies, regulations and other program guidelines.

Ability to evaluate program effectiveness and initiate/recommend changes to improve efficiency and effectiveness of programs and services.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.


Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of professional experience in youth development and delinquency prevention programs or related work, one year of supervisory work, and graduation from a recognized college or university with a Bachelor's degree in the behavioral or social science or related fields; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Date Established: July, 1980

Pay Range: 37



RONALD B. AGUON
Acting Executive Director
Civil Service Commission