

YOUTH DEVELOPMENT ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Youth Development Division, Department of Youth Affairs.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Administers the programs and activities of the Youth Development Division, which includes the Community Services and Outreach Program, Summer Youth Employment Program, Youth Conservation Corps, Recreational Services, and Youth Month Program.

Establishes guidelines, policies and procedures relating to program operations; establishes goals and program priorities and control, and evaluates progress and results; prepares long-range planning as it relates to program needs and justification; recommends and implements necessary changes to improve program effectiveness.

Prepares the divisional program budget; makes decision/recommendations on the expenditure of available resources; implements administrative policies for personnel, training and safety; directs staff development and training programs.

Maintains records and prepares technical and administrative reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of youth development and delinquency prevention program administration.

Knowledge of the principles and practices of psychology and juvenile behavior.

Knowledge of the principles and practices of management.

Ability to administer youth development and delinquency prevention programs.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, policies, rules and regulations and other program guidelines.

Ability to evaluate operational effectiveness and initiate/recommend changes in policy, procedures and operations to improve program effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Four years of professional experience in youth development and delinquency prevention programs, two years of supervisory work, and graduation from a recognized college or university with a Bachelor's degree in business or public administration, social or behavior science, or other related fields; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July, 1980

PAY RANGE: 40



DAVID R. FLORES
Executive Director,
Civil Service Commission