

COORDINATOR OF COMMUNITY YOUTH SERVICES

TOMPKINS COUNTY

Department            Youth Bureau  
Classification            Competitive  
Labor Grade            N(14)  
Approved                Bd. Res. CA031-93  
Revised                 
By AF, Commissioner of Personnel  
BBP Risk Factor        3

**DISTINGUISHING FEATURES OF THE CLASS:** The position is responsible for helping to shape the broad policy goals adopted by the County Youth Board and for translating those broad policies into the specific department goals, objectives and work plans to enable local municipalities and not-for-profit agencies to implement effective youth development, delinquency prevention programs. The work involves engaging elected officials and agency directors in cooperative planning and negotiation of service systems and multi-program contracts. The coordinator's work involves community organizing and development activities, development of appropriate needs assessments, multiple source budgets, evaluation and consultation with boards of directors, elected boards as well as program staff to enable them to plan, finance, implement and evaluate effective county-wide and local youth services. The position is responsible for contract management and direct monitoring of county funded programs. The position is also responsible for supervising and evaluating the work of the assistant coordinator and for supervising the work of other Youth Bureau staff, including the director, on department projects which they initiate. In addition to working with individual communities and agencies, the position is responsible for initiating and implementing systems and procedures to promote inter-municipal and inter-agency agreements and coordination of services. The work is performed under the general supervision of the Youth Bureau Director.

**TYPICAL WORK ACTIVITIES:**

Develops departmental goals, objectives and work plans within the broad guidelines of the Comprehensive Plan to guide the services provided by the Youth Bureau to each of the counties 16 municipalities and 10-20 not-for-profit agencies who provide youth development, delinquency prevention and runaway and homeless youth services;

Negotiates multi-program contracts with supervisor, mayors, elected officials, youth commissions and directors and/or program coordinators of youth service agencies;

Initiates and directs community planning to meet high priority needs identified in the County's Comprehensive Youth Services Plan;

Develops resource allocation and program evaluation procedures to achieve the broadly stated goals of the youth board. Tasks include designing requests for proposals, consulting with potential applicants on program design and budget planning, analyzing program and budget proposals for Youth Board volunteers to evaluate funding requests, and designing program and expense reporting systems;

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COORDINATOR OF COMMUNITY YOUTH SERVICES (CONTINUED)

**TYPICAL WORK ACTIVITIES (CONTINUED):**

The coordinator responsible for runaway and homeless youth services convenes a county advisory group, develops new programs and monitors funded programs to assure that objectives are achieved and that all state regulations are implemented and enforced and initiates inter-agency coordination efforts; Conducts research and policy analyses to propose program and policy options for the County Youth Board's review and adoption; Establishes and oversees implementation of monitoring standards and procedures for all communities and programs and application to specify county funded programs; Analyzes program and county-wide needs for planning, staff and board training, budgeting and evaluation assistance and inter-agency or inter-municipal coordination; Supervises the assignments and performance of the assistant coordinator and conducts performance evaluations according to county and departmental policies; Plans and oversees the accomplishment of departmental team projects which entails recommending assignments for all department staff and supervision of staff responsible for project tasks, including the director; Prepares program and statistical reports for the Youth Bureau Director, the County Youth Board, Board of Representatives and/or local governments; Research and write grant proposals to enable the County or priority programs to secure state, federal and/or private funds to implement priority services; Initiates requests for services from other county departments and funding agencies to assist municipalities and agencies in planning and running programs; Initiates a variety of systems to facilitate inter-municipal and inter-agency coordination;

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

Thorough understanding of youth and human service planning and management processes;  
Thorough knowledge of the concepts and methods of community development, local government and the administration of not-for-profit agencies and the role of citizens policy and advisory boards;  
Thorough knowledge of program planning, budgeting, program accountability and contract management;  
Ability to establish and maintain effective working relationships with elected officials, other funding agencies, agency directors, program staff, community volunteers serving on advisory boards and boards of directors;  
Excellent skills in collecting, organizing and interpreting data and information for planning and evaluation;  
Excellent written and verbal communication skills;  
Very good organizational and problem solving skills;  
Ability to generate documents and spreadsheets on a personal computer;  
Ability to effectively plan, supervise and evaluate the work of others;  
Physical condition commensurate with the demands of the position.

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**COORDINATOR OF COMMUNITY YOUTH SERVICES (CONTINUED)**

**MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited or New York State registered university with a Masters Degree **AND** three years of progressively greater responsibility in coordinating a youth or human service program which shall have included planning and implementation, budgeting, supervision, working with boards, and reporting to funders; **OR**

- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** five years of progressively greater responsibility in coordinating a youth or human service program which shall have included planning and implementation, budgeting, supervision, working with boards, and reporting to funders; **OR**
- (c) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** seven years of progressively greater responsibility in coordinating a youth or human service program which shall have included planning and implementation, budgeting, supervision, working with boards, and reporting to funders; **OR**
- (d) Any equivalent combination of training and experience as described in (a), (b) and (c) above.