

Definition: This is work of a major administrative and supervisory nature in the field of children and youth services.

Employees in this class plan, organize and direct the work of a medium size county children and youth social services program involving moderately complex and varied administrative and community organizational responsibilities. Work involves the preparation of the Annual Services Plan and Budget Estimate for a medium size county children and youth program in cooperation with other responsible officials. Work includes coordination agency programs with community needs, available resources, and the evaluation of program and staff effectiveness. Employees direct the operation of the children and youth social services program through supervisory staff. Program interpretation and community planning for the needs of children and youth are major responsibilities of the work. Supervision is exercised over a medium sized professional, technical, and clerical staff. Work is performed under the general direction of the county commissioners and reviewed for adherence to established departmental, state and federal policies and procedures through conferences, written reports and evaluation of results attained.

Examples of Work: Plans, organizes and directs the work of a medium size county children and youth social services program responsible for providing information and referral services, service planning, protective services, services to children in their own homes, part-day services, services to children temporarily removed from the custody of their parents and services to children in need of permanent transfer of custody.

Prepares the Annual Services Plan and Budget Estimate for a medium size county children and youth program in cooperation with other responsible officials.

Negotiates, awards, evaluates and monitors contractual agreements to provide necessary services.

Meets regularly with the county advisory board and the county commissioners to present and interpret needs of the county's children and youth social services program.

Makes recommendations to the county commissioners on employee selection and/or discharge in accordance with duly authorized and approved personnel policies and procedures.

Interprets current children and youth social services policies, programs, and procedures to public groups interested in children and youth programs and juvenile rehabilitation through participation in meetings and conferences.

Supervises a moderate size professional, technical and clerical staff.

Evaluates staff effectiveness and makes recommendations of personnel actions to the county commissioners.

Conducts staff meetings on a regular basis to discuss program plans and interpret policies to staff.

Provides for the continuing development and evaluation of training programs to meet staff needs.

Directs the compilation of reports, correspondence and the maintenance of files and records.

Performs related work as required.

Required Knowledge, Skills and Abilities: Knowledge of modern principles, practices and developments in the field of children and youth.

Knowledge of the principles and methods of administration, supervision, and community organization.

Knowledge of social, economic and health problems and available resources as related to children and youth.

Knowledge of modern principles and methods of planning and conducting training, studies and surveys.

Knowledge of Juvenile Court and Probation Office practices.

Knowledge of the principles of program interpretation and implementation.

Ability to plan, organize, direct and evaluate the work of a moderate size Children and Youth program staff.

Ability to exercise judgment in interpreting and implementing departmental, state and federal policies and procedures.

Ability to establish and maintain effective working relationships with staff, other agencies and the general public.

Ability to communicate effectively, both orally and in writing.

Minimum Experience and Training: Five years of progressively responsible experience in the field of social services, including two years in an administrative or supervisory capacity in a children and youth social services program agency; and a bachelor's degree;

or

Any equivalent combination of experience and training.

Date Established or Last Revised

Class Specification - 1988