

YOUTH AFFAIRS SENIOR PROGRAM MANAGER

NATURE OF WORK

This is advanced professional and technical work. An employee in a position allocated to this class prepares and compiles monthly, quarterly, annual and other statistical reports required by the Director to evaluate the Division's performance and to develop multi-year and special "at-risk" youth and family services. Work involves developing and coordinating project elements to meet the needs of youths at-risk and their families. Work includes researching and making grant applications to enhance services to youths at-risk and their families. Interfacing with state and local officials, committees, councils and agencies to promote youth services projects is a high priority. Work is performed under the supervision of the Director of the Division of Youth Affairs, but the employee is expected to exercise a high degree of initiative and responsibility. Work is reviewed through conferences, surveys, reports and effectiveness of special projects and grant programs in relation to agency policy and guidelines.

EXAMPLES OF WORK

Develops long range program planning in coordination with the Division Director and management team.

Prepares and compiles reports and assists in data collection and analysis as required.

Assists the general public and other agencies with project related information.

Reviews studies conducted by other agencies.

Prepares grant funding requests for programs pertinent to Youth Affairs operations.

Researches and suggests changes in legislation as it relates to the Division.

Conducts research projects identified by the Division Director to assist in evaluating activities within the Division.

Takes responsibility for all computer training opportunities, including updating the Divisional website, the development of a comprehensive management information system (MIS) and the interface between clinical programming and computer technology.

Presents training seminars, workshops and speaking engagements as required.

Acts as a resource for supervisors and staff in developing seminars, workshops and presentations.

Confers with civic leaders, government officials and youth groups to identify issues, goals and objectives and discusses alternate plans for meeting the needs of at-risk youths and their families.

Prepares agendas and backup for monthly meetings and special subcommittee meetings as required.

Develops improved work methods to accelerate formulation and completion of work projects.

**YOUTH AFFAIRS SENIOR PROGRAM MANAGER - CONT'D**

**EXAMPLES OF WORK - CONT'D**

Is responsible for knowledge of policies in regards to employee benefits, discipline, etc. Acts as consultant on these matters to clinical supervisors.

Annually surveys and formally reports on all present and projected needs of the Division as regards such issues as office space, communication needs, materials needed for presentations or special projects and other special space or material needs.

Develops and produces Division wide collateral materials such as brochures, newsletters, handouts, etc.

Supervises food service, facility maintenance and security staff.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the educational, mental health, social welfare and legal systems as well as the network of community agencies.

Considerable knowledge of the principles, methods and practices of grant development.

Considerable knowledge of statistics and technical writing standards.

Knowledge of computer systems and changing technological innovation through training and research.

Knowledge of the political, social and economic implications of project planning.

Ability to establish and maintain effective working relationships with State and local agencies and organizations.

Ability to prepare and monitor grants.

Ability to analyze facts and develop sound recommendations for decision making.

Ability to research database to determine future needs and develop strategic plans to meet those needs.

Ability to plan and coordinate special functions and projects.

Ability to research and prepare statistical reports utilized to determine the effectiveness of programs.

Ability to communicate effectively both orally and in writing to create effective teamwork with staff and supervisors.

**MINIMUM ENTRANCE REQUIREMENTS**

Master's Degree in Public Administration, Counseling, Criminal Justice, Social Work or a related field from an accredited college or university with three to five years of experience in administration, mental health and delinquency prevention, or an equivalent combination of training and experience.