



CITY OF PEEKSKILL

**840 Main Street
Peekskill, New York 10566**

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VACANCY FOR EXECUTIVE DIRECTOR – YOUTH BUREAU

Posting Date: APRIL 23, 2018

Application Deadline: MAY 31, 2018

The City of Peekskill, located in Westchester County, is seeking a full-time Executive Director for the Youth Bureau. The Executive Director is responsible for overseeing the day to day operations of the Youth Bureau, including its administrative practices, policies and culture. The Executive Director also exhibits a passion for youth development and facilitates the furtherance of community-based initiatives. In addition, the Executive Director meets regularly with the Youth Board for the purpose of developing initiatives and addressing ongoing program and community needs, as well as interfaces with various community program leaders and community groups. Please see the attached job description for a complete list of duties and responsibilities.

Applicants must submit a letter of interest, resume and a City of Peekskill Application, to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail (jduncan@cityofpeekskill.com). Employment Applications can be obtained from the Human Resources Office or the City's website www.cityofpeekskill.com (Human Resources Department).

There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer



CITY OF PEEKSKILL JOB DESCRIPTION
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<i>Job Title:</i>	Executive Director - Youth Bureau	<i>Department:</i>	Youth Bureau
<i>Position Number:</i>		<i>Department Number:</i>	
<i>Reports to:</i>	City Manager	<i>Civil Service Classification:</i>	Non-Competitive
<i>Prepared by:</i>	City of Peekskill Department of Human Resources	<i>Employment Status:</i>	Full-Time
		<i>FLSA Status:</i>	Exempt

JOB SUMMARY (As adopted by the Westchester County Human Resources Department)

Under the general supervision of the City Manager, the Executive Director is responsible for analysis, development, coordination, administration and promotion of comprehensive programs designed to enhance the quality and quantity of services related to the social problems and needs of the City's Youth. This is achieved through the incumbent's ability to research and analyze the needs of the City's Youth population and through the incumbent's ability to develop and maintain effective relationships with various public and private agencies active in Youth Programs. Essential to the Program's success is the nature and character of the incumbent's relationship with the City's Youth, particularly at-risk and underprivileged youth. The Executive Director also exhibits a passion for youth development and facilitates community-based initiatives. Supervision is exercised over a staff of professional, paraprofessional and clerical personnel and large numbers of part-time youth employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plans, organizes, coordinates and administers a full service youth bureau;
- Provides advice and guidance, on a daily basis, to program participants, particularly at-risk youth;
- Develops and makes recommendations on policies and programs concerning the social behavior and well-being of the community's youth;
- Implements programs hand-in-hand with youth participants;
- Consults with the City Manager and other policy making officials on the availability of resources for youth programs;
- Meets regularly with Youth Board to develop initiatives and address ongoing program and community needs;
- Interfaces with various community program leaders and community groups including the School District and local businesses;
- Performs and oversees grant writing efforts;
- Prepares annual bureau budget in coordination with Youth Board and submits same to the City Manager;
- Meets with public and private agencies to stimulate and channel youth-directed activities for the best interest of the total program;
- Prepares applications for funding applications for County and State youth program funding sources and pursues alternative funding sources including business and non-profit institutions;
- Develops programs for Common Council and Youth Board; administers same for the provision of youth employment opportunities;
- Plans and conducts a program of public information, community relations and public relations relating to the overall youth programs of the City.

MANAGEMENT/SUPERVISORY JOB DUTIES include, but are not limited to, the following.

- Oversee and manage the Department's assigned division/section.
- Oversee the management and supervision of assigned employees, including administering the City and Department rules, policies and procedures.
- Ensure that assigned employees are properly oriented and trained thereby ensuring that the City's organizational philosophy is understood and properly carried out within the Department.
- Ensure that the performance of assigned employees is monitored through written evaluations.
- Ensure that assigned employees have acceptable attendance records and that such attendance is monitored on a monthly basis;
- Ensure that there exists an on-going communication with the City Manager and the City organization in general. This includes creating a flow of information within the Department as well as with all City Departments. In addition, information must flow from the Department to various external entities. Ensure that the City's communication policy is carried out internally and externally.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Youth Advocate, Program Coordinator (L.I.F.T.), Senior Office Assistant (Automated Systems), Program Coordinator (Drug-Free Communities), Recreation Assistant(s) as well as additional positions that may be determined as necessary. Carries out supervisory responsibilities in accordance with the City's policies, procedures and applicable laws. Responsibilities include: making hiring recommendations; planning, scheduling and assigning work; instructing and training staff in proper work methods; reviewing and approving work; conducting performance evaluations; recommending salary adjustments and promotions; and making recommendations regarding unsatisfactory employees.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES *(As adopted by the Westchester County Human Resources Department)*

Thorough knowledge of community organization with particular emphasis on the public and private agencies serving youth; good knowledge of the principles of social research and the collection of social statistics; ability to relate effectively with youth, particularly at-risk and underprivileged youth; ability to work non-regular hours in response to youth/program needs; ability to obtain cooperation of social work, correctional, law enforcement and service agencies; ability to work one-on-one with the City Manager in a confidential capacity; ability to work with other Department Heads in a systematic delivery of youth services; ability to prepare and monitor a departmental budget; ability to analyze and evaluate a mass of raw factual data; ability to speak and write effectively, ability to evaluate grant proposals or sources in terms of identified needs; ability to make persuasive oral or written presentations; tact; initiative; resourcefulness; emotional maturity; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

(As adopted by the Westchester County Human Resources Department)

Graduation from high school or possession of a high school equivalency diploma and either: (a) graduation from a recognized college or university with a Bachelor's Degree in Sociology, Psychology or closely related field and two (2) years of experience in social case work, child guidance, youth work, teaching or similar occupations dealing with the management and training of groups of youths and/or children; or (b) an Associate's Degree in Sociology, Psychology or closely related field and four (4) years of experience as in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Coursework toward a Master's Degree in social work, psychology or sociology may be substituted for experience at the rate of 30 credits per year of experience for a maximum of one year.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not subject to substantial exposure to adverse environmental conditions.