

CHILDREN AND YOUTH ADMINISTRATOR

The Indiana County Children and Youth Agency has an immediate opening for a Children and Youth Administrator L0203. This is a career opportunity in the administration of a County Children and Youth Program which provides direct services to children, youth and families.

The minimum experience and training requirements for this position are:

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

In addition to the excellent salary, we offer a competitive benefits package.

This position will plan, organize and direct the work of the Children and Youth Services Program. To review the job description please go to www.indianacountypa.gov and click on the Employment tab.

If you are interested, send a resume to the address below by November 20, 2020

Melissa Miller
HR Director
825 Philadelphia Street
Indiana, PA 15701

EQUAL OPPORTUNITY EMPLOYER

Indiana County

Children and Youth Services Administrator

Position Description

Exempt

Overall Objective of Job

This is administrative and supervisory work in the field of Children and Youth Services. An employee in this class plans, organizes, and directs the work of the County Children and Youth Services Program involving complex and varied administrative and community organizational responsibilities. Work involves the preparation at the Annual Services Plan and Budget Estimate and coordinating agency programs with community needs, available resources, and the evaluation of the program and staff effectiveness. 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 the results attained.

Essential Functions of Job

1. Plans, organizes, and directs the work of the County Children and Youth Services Program.
2. Prepares the Annual Services Plan and Budget Estimate.
3. Negotiates awards, evaluates, and monitors contractual agreements to provide necessary services.
4. Meets the County advisory board and the County Commissioners to present and interpret needs of the County Children and Youth Services Program.
5. Interprets current Children and Youth Services policies, programs, and procedures to public groups interested in children and youth programs and juvenile rehabilitation through participation in meetings and conferences.
6. Supervises a moderate size professional, technical, and clerical staff.
7. Evaluates staff effectiveness and makes recommendations of personnel actions to the County Commissioners.
8. Conducts staff meetings on a regular basis to discuss program plans and interpret policies to staff.
9. Provides for the continuing development and evaluation of training programs to meet staff needs.
10. Directs the compilation of reports, correspondence, and the maintenance of files and records.
11. Performs related work as required.

Qualifications

A bachelor's degree in a Social Science or a related field. Also, 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 services program agency. Or, any equivalent combination of acceptable training and experience.

Abilities, Knowledge, and Skills Required

1. Thorough knowledge of modern principles, practices, and developments in the field of children and youth.
2. Thorough knowledge of principles and practices of supervision.
3. Thorough knowledge of social, economic, health problems, and available resources as related to children and youth.
4. Considerable knowledge of modern principles and methods of planning and conducting training, studies, and surveys.
5. Knowledge of Juvenile Court and Probation Office practices.
6. Knowledge of the principles of program interpretation and implementation.
7. Ability to plan, organize, direct, and evaluate the work of a Children and Youth Services program staff.
8. Ability to exercise judgment in interpreting and implementing departmental, state and federal policies and procedures.
9. Ability to establish and maintain effective working relationships with staff, other agencies and the general public.
10. Ability to communicate effectively, both orally and in writing.

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I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of **Children and Youth Services Administrator** and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.