



YOUTH SERVICES ADMINISTRATOR

SUMMARY

Under direction, develops, implements, monitors, evaluates, and supervises the operations of the Youth Services programs. Areas of responsibility include, but are not limited to, program staffing and scheduling; curriculum development; and facilities management. Hires, trains, evaluates, and supervises staff. Performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level management staff. Exercises direct supervision over assigned staff and volunteers.

DISTINGUISHING CHARACTERISTICS

The Youth Services Administrator is a direct supervisory level classification responsible for developing, implementing, monitoring, evaluating, and supervising the operations, staff, and activities of the Youth Services programs to maximize service delivery to the community. Performance requires the use of independence, initiative, and discretion. This classification is distinguished from the Community Services Manager in that the latter is responsible for strategic planning and management of all youth and community outreach programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Develops, implements, monitors, evaluates, and supervises the operations of the Youth Services programs.
2. Oversees and supervises the activities of subordinate staff and volunteers; selects, assigns, trains, directs, schedules, and monitors staff duties; evaluates employee performance and initiates disciplinary actions when needed.
3. Develops, implements, and recommends policies, procedures, and guidelines.
4. Ensures compliance with relevant laws, rules, regulations, policies, and procedures.
5. Develops, implements, and recommends effective maintenance and safety programs, procedures, and guidelines; conducts periodic inspections and ensures program facilities are properly maintained for optimal safety.
6. Responsible for the appropriate training of employees in assigned areas of responsibility; plans and conducts in-service training programs; monitors status of required licenses and certifications; structures the evaluation and professional development of program staff to ensure a high performing team.
7. Conducts research to identify programs of value and interest to the community; evaluates program effectiveness and viability; makes recommendations on new programs or modifications of existing programs to meet community needs.
8. Serves as a liaison and resource for parents, school site principals, and teaching staff; receives and responds to questions, concerns, and complaints from parents, public, and school personnel; determines issue and resolves, or refers to manager; maintains open communication among all groups to serve the children's best interests.
9. Prepares marketing materials, such as program brochures, newsletters, and announcements; uses social media and other forums to maximize community outreach and participation.
10. Serves as District representative with external organizations; attends and/or speaks at meetings, community and professional functions, and conferences as assigned.
11. Prepares and manages program budget and grants; projects revenue and expenditures; monitors and tracks expenditures and fees collected; monitors inventory; and purchases authorized supplies and equipment.
12. Works collaboratively with other departments; confers regularly with other supervisors and managers.
13. Maintains records on program activities, attendance, and other pertinent information; prepares a variety of operational and business reports, and associated correspondence.
14. Assists with District special events as needed.
15. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in early childhood education, child development, human development, liberal studies or a related field and 12 units in early childhood education, six units in administration and supervision, and three units in field experience;



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AND

- Five years of relevant experience working in a childcare or youth development program, with at least two years in a supervisory capacity.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles, practices, methods, and techniques of developing and implementing child and youth development programs and associated facility management.
- Principles and practices of supervision and leadership, including work planning, assignment review, evaluation, discipline, and training.
- Relevant laws, rules, regulations, policies, and procedures.
- Common educational and social needs of a diverse range of children.
- Educational curricula for assigned child and youth services program activities.
- Methods and techniques of developing community outreach strategies to identify community needs for alignment with program offerings.
- Community demographics as it relates to the development of child and youth service programs.
- Occupational hazards and related safety precautions.
- Principles and practices of administrative procedures, recordkeeping, budgeting and financial management.
- Principles and practices of grant writing and management.
- Principles and practices of contract and procurement administration.
- Principles and techniques for fostering effective work groups, inter-departmental relations, and community partnerships while providing high level of customer service.
- Modern office practices, methods, and computer equipment and applications related to the work.

Ability to:

- Select, supervise, and lead staff and volunteers, including planning, organizing, training, evaluating, and coordinating the work of multiple assigned program areas and working teams.
- Plan and develop policies and procedures.
- Identify and analyze community and participant needs and promote interest in programs and services.
- Serve as resource for parents, school staff, and others to ensure programs are positively received.
- Evaluate program effectiveness and make adjustments as needed.
- Understand, interpret, and apply all relevant laws, codes, regulations, policies, and procedures.
- Manage budget development and monitor program revenue and expenses with accurate financial records and reports.
- Develop marketing materials and public relations programs; make presentations.
- Speak effectively in public.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills, and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:



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- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire and maintain certifications throughout employment.
- California Child Development Permit at the Program Director level.

PHYSICAL DEMANDS

Must possess: mobility to perform moderate physical work; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. The classification supports indoor and outdoor programs requiring frequent walking, running, conducting exercises, and related physical activities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, or tools and equipment used in assigned program area. Program activities may require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties; the ability to lift, carry, and push tools, equipment, and supplies weighing up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. May be exposed to communicable illnesses, blood, and body fluids. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- Medical exam, legally mandated immunizations, and tuberculosis clearance.

CLASSIFICATION DETAILS/HISTORY

Date Adopted: 7/12/2019

Job Code: 5239L

FLSA Status: Exempt

Supersedes: Youth Services Supervisor dated 5/31/2017