

MONTOUR COUNTY
Job Description

Job Title: CHILDREN AND YOUTH ADMINISTRATOR
Department: CHILDREN AND YOUTH
Reports to: Commissioners
FLSA: Exempt
Preparation Date: June 2016

SUMMARY: This is administrative and supervisory work in the field of children and youth services. The administrator will organize and direct the work of the Children and Youth Agency to see that all functions, mandates and responsibilities are accomplished to provide social services to clients in an effective and prudent manner.

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

1. Prepares the annual needs based plan and budget for the county children and youth social services program. Holds preliminary meetings with community officials to assess specific needs and develop programming and services to meet those identified needs. Hold public hearing on the budget annually as directed by the Department of Public Welfare needs based budget guidelines.
2. Negotiates, evaluates, monitors and awards contractual agreements to community based services providers such as Drug/Alcohol testing; treatment facilities; foster care, etc., served through the agency.
3. Oversees and answers for any deficiencies on quarterly fiscal reports, drug and alcohol forms, quarterly statistical reports and other statistical data when requested.
4. Reviews all correspondence regarding grant initiatives, will develop, write and submit grant proposals based on service needs.
5. Provides the continuing development and evaluation of training programs to meet the State mandates for continuing education needs of the staff.
6. Meets with Agency Solicitor, on a regular basis, to review cases that require court review.
7. The Agency Director will be available for on-call consultation on an as needed basis. The development and submission of the regular on-call schedule will be monitored by the Agency Director to insure submission in a timely fashion.
8. Performs other related duties.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree with three years of experience in the field of public or private social work, including one year working with children and youth.

KNOWLEDGE, SKILLS AND ABILITIES:

CHILDREN AND YOUTH ADMINISTRATOR

Ability to work with diverse socio-economic and cultural backgrounds.

Compassion required.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with officials, associates, and the general public.

WORK ENVIRONMENT:

Primarily office based