



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 25-054 **POSTING DATE*: FROM:** 7/25/25 **TO:** 8/25/25

JOB TITLE: Director of Ontario County Youth Bureau

2025 RATE OF PAY: \$87,026/yr

LOCATION: Ontario County

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Graduation from high school or possession of a high school equivalency diploma and either:

1. Possession of a Master's Degree, or higher, AND one (1) year of full-time paid experience, or its part-time equivalent, serving and/or working with youth through social casework, recreational, youth development, juvenile delinquency prevention or similar programs; OR
2. Possession of a Bachelor's Degree AND three (3) years of full-time paid experience, or part-time equivalent, as noted in (1) above; OR
3. An equivalent combination of training and experience as described in (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

APPLICATION DEADLINE / LAST FILING DATE*: 8/25/25

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

DIRECTOR OF THE ONTARIO COUNTY YOUTH BUREAU

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

1. Possession of a Master's Degree, or higher, AND one (1) year of full-time paid experience, or its part-time equivalent, serving and/or working with youth through social casework, recreational, youth development, juvenile delinquency prevention or similar programs; OR
2. Possession of a Bachelor's Degree AND three (3) years of full-time paid experience, or part-time equivalent, as noted in (1) above; OR
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DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work involving responsibility for planning, initiating, coordinating and reviewing a variety of youth and delinquency prevention control projects. Work is performed subject to the advisory approval of the Youth Board and under the direction of the County Legislative Body in accordance with recognized professional procedures and policies, and under the administrative direction of the County Administrator via the Commissioner of Social Services. The Director is permitted wide latitude for the exercise of independent judgment in developing, administering and monitoring the overall program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates with county and community partners to plan, promote, initiate and coordinate a variety of special activities to protect the welfare of children and youth;
 Comprehensive planning of youth services both as a single department and in collaboration with other departments and agencies who provide youth services;
 Leads youth board: guides board to recommend allocation of funds to county programs;
 Provides technical assistance and support to municipalities for recreation and service programs for children and youth;
 Reviews various grant applications of agencies and local governments to participate in recreation and youth service projects;
 Supervises the preparation and maintenance of records and reports on the effectiveness of programs and treatment methods;

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DIRECTOR OF THE ONTARIO COUNTY YOUTH BUREAU

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Performs research, plans and prepares tentative budgets, allocates expenditures and disbursements and recommends needed appropriations;
Meets with lay and professional groups and delivers addresses on youth problems and the work and objectives of the Youth Bureau and Youth Board;
Conducts correspondence and directs personnel and office activities;
Prepares and supervises the preparation of news and publicity releases, special exhibits and displays, radio announcements, feature stories and other public relations material.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of factors underlying youth development and growth;
Good knowledge of modern methods of maintaining financial and statistical records;
Working knowledge of modern public relations techniques;
Ability to plan, promote and coordinate a comprehensive community-wide program of youth development services;
Ability to plan, coordinate and direct the work of others;
Ability to perform basic statistical research and to prepare detailed reports;
Ability to meet the public and to address groups effectively;
Ability to secure the cooperation of others;
Physical condition commensurate with the demands of the position.

REVISED: SEPTEMBER 13, 2002, FEBRUARY 8, 2016, JULY 14, 2025

CLASSIFICATION: NON-COMPETITIVE

JURISDICTION: ONTARIO COUNTY

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES