JOB APPLICATIONS WANTED

TITLE: Youth Bureau Director

LOCATION: City of Ithaca - Ithaca Youth Bureau

SALARY: $92,973 - $111,568

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

The City of Ithaca is seeking a Youth Bureau Director who is committed to providing young people with tools necessary to build a productive life for themselves. The successful individual will have demonstrated experience promoting a culture free from bias and inequities. This person will have strong leadership skills, be forward-thinking and have a thorough understanding of youth and families and individuals with disabilities. The Youth Bureau offers a wide spectrum of youth development and recreation services. The director oversees a staff of 40 roster positions with a seasonal pool of up to 400 employees, and a budget of 4 million. The Youth Bureau relies on a variety of volunteers to support their programs throughout the year. The Youth Bureau facilities include Cass Park which has a public ice rink, an Olympic-sized swimming pool, 32 athletic fields, 4 tennis/pickleball courts, and an exercise trail as well as the Youth Bureau main building. The selected individual will begin January 2024.

POSITION DESCRIPTION: This is the principal administrative position of the Ithaca Youth Bureau. The Youth Bureau Director is responsible for planning, directing, managing and administering all Ithaca Youth Bureau programs, including youth development, recreation, recreation support services, Cass Park operations, counseling, public relations, personnel management, fiscal management, agency coordination and business activities. In addition to overseeing the daily operations and programs of the Ithaca Youth Bureau, the Youth Bureau Director is responsible for seeking, coordinating and managing departmental funding streams from State, County, Federal and private sources, and for ensuring that departmental programs meet community goals and needs. The work is performed under the administrative direction of the City Manager with wide latitude permitted in developing and administering the overall programs. Supervision is exercised over supervisory, professional and clerical Youth Bureau Staff. Does related work as required.

MINIMUM QUALIFICATIONS:

A. Possession of a Master's Degree in Social Work, Psychology, Sociology, Human Services, Education, Recreation, Public Administration, Business Administration or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time paid and/or volunteer equivalent, working in a human services agency, recreation department or an educational environment in a capacity which involves the administration or supervision of direct service programs; or

B. Possession of a Bachelor's Degree in Social Work, Psychology, Sociology, Human Services, Education, Recreation, Public Administration, Business Administration or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid and/or volunteer equivalent, working in a human services agency, recreation department or an educational environment in a capacity which involves the administration or supervision of direct service programs; or

***Continued on Back***
MINIMUM QUALIFICATIONS (continued):

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above. Please note that this means that the minimum academic requirement is at least a Bachelor’s Degree in one of the specified fields.

Note: College degrees 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 and/or U.S. Secretary of Education. If an applicant’s degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at https://www.cs.ny.gov/jobseeker/degrees.cfm. Applicants are responsible for payment of the required evaluation fee.

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

APPOINTMENT STATUS AND EXAM REQUIREMENT: This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate’s exam score.

To view the complete job description visit: http://www.cityofithaca.org/302/Job-Descriptions.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of high school and college transcripts

Preference for interviews will be given to Applications received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on October 16, 2023. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

City of Ithaca
Human Resources Department
Web site: https://ithaca-portal.mycivilservice.com

We would love to have you on our team! We hope to hear from you soon!

Re-Issued: September 12, 2023