

YOUTH SERVICE SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is complex supervisory youth service work involved in the rehabilitation and social development of delinquent youths, or in outreach activities for the curtailment of juvenile delinquency at the community level.

ILLUSTRATIVE EXAMPLE OF WORK: (Any one position may not include all duties listed, nor do the examples cover all duties which may be performed.)

Supervises the programs, activities and management of the cottage homes.

Supervises the programs and activities of the Juvenile Hall on assigned shift.

Supervises the programs and activities of impact centers at assigned district.

Orders necessary supplies, materials and equipment, and maintains required inventories and records.

Develops and promotes community interest and participation in youth-related activities.

Prepares periodic activity and other reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the factors and problems of juvenile delinquency.

Knowledge of the principles and practices of individual and group counseling.

Ability to supervise the work of others.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to plan and direct youth recreational activities.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to act quickly and calmly in emergencies.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of progressively responsible experience in youth service work or equivalent work and graduation from high school; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director,
Civil Service Commission