

**CITY OF GAINESVILLE
JOB DESCRIPTION**

Title Description: YOUTH SERVICES MANAGER
Title Code: 8013
FLSA Exemption Status: Exempt
Creation Date: 10/6/21
Revision Dates:
Approved by:
Approved Date:

SUMMARY

This is managerial work planning and administering the programs and activities of the Youth Services Division programming for ages ranging between five (5) through twenty-five (25). This classification is distinguished from the Parks, Recreation and Cultural Affairs Manager in that the latter is responsible for strategic planning and management of all youth and senior services programs consistent with financial objectives.

The single position allocated to this class reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes by its professional nature and managerial responsibility. Is responsible for the analysis, development, promotion and coordination of programs related to the social problems and needs of local youth, and will represent the City of Gainesville in matters concerning protection and welfare of youth. This is a responsible position dependent on the information gained from research and analysis of the needs of the population, as well as the nature and character of the relationships developed with the various public and private agencies active in programs for and with youth.

Youth Services Manager may be responsible for the procurement, coordination and budget control of grant-funding programs. Supervision is exercised over a staff of professionals, paraprofessional and clerical personnel. Does related work as required.

EXAMPLES OF WORK**

*** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.*

Conducts research programs into activities of public and private agencies affecting youth; develops and makes recommendations on the departments policies and programs that impact the well-being of the community's youth; plans, organizes, coordinates and administers community outreach; consults with the Director of Parks, Recreation and Cultural Affairs Department and policy-making officials on the availability of resources for youth programs; meets with other public and private agencies, such as corporations and religious institutions, to stimulate and channel youth-directed activities.

ESSENTIAL JOB FUNCTIONS

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Conducts research of programs related to the activities of public and private agencies serving youth; Develops and makes recommendations on the policies and programs concerning the social behavior and well-being of the community's youth; plans organizes, coordinates and administers community outreach;

Consults with the Director of Parks, Recreation and Cultural Affairs Department and policy-making officials on the availability of resources for youth programs;

Meets with other public and private agencies, such as corporations, neighborhood groups and religious institutions, to stimulate and channel youth-directed activities for the best interest of the total program;

Plans and implements a program of collecting, tabulating, and analyzing data on the incidence of juvenile delinquency and youth crime from various courts, police departments, and the District State Attorney's Office;

Provides advice and guidance relating to matters affecting youth;

Plans and conducts a program of public information, community relations and public relations relating to the youth programs;

Administers all funds appropriate for youth services;

Responsible for the procurement, coordination and budget control of grant-funded programs;

Uses computer applications or other automated systems such as spreadsheets, Microsoft Outlook, and database software in performing work;

Plans, organizes, and directs activities and operations of the Youth Services Division. Plans, organizes, and directs activities and operations of the Youth Services Division. Directs and supervises staff in administrative, public relations, and informational activities associated with the divisions' programs;

Prepares, submits, and monitors annual division budget;

Assists in formulating policies and operating functions;

Supports an active, on-going public relations program to obtain community input and support for the division's programs and services;

Initiates work orders to proper department;

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Performs timely, fair and non-discriminatory evaluation of performance of employees under their supervision. Reviews and approves all payroll cards;

Recommends selection, promotion, discharge, and other appropriate personnel actions;

Evaluates new and existing programs and activities based on current or future needs and trends;

Maintains close working relationships with community, state, and federal organizations and other special interest groups;

Conducts staff meetings and training programs for personnel;

Prepares and/or initiates relevant correspondence and reports;

Provides planning, implementation, management and evaluation of Youth Services program activities and events; directs and coordinates all youth-related community engagement initiatives and programming partnerships;

Speaks at community events and promotes youth services and programs;

Complies and submits marketing, promotional and programming activities requests; assists with and promotes partnerships activities, publicity, programs and events;

Represents the City with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public; and

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Prepares and issues news releases and information bulletins.

May act in absence of supervisor.

Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Below are the required education, experience, knowledge, skills and abilities to perform the essential functions.

EDUCATION AND EXPERIENCE

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Bachelor degree from an accredited four-year college or university with major course work in recreation, Sociology, Psychology, Social Work, education, Counseling or Education, and five (5) years of progressive supervisory experience in organized Youth Services programs, or an equivalent combination of education, training and experience which provide the required knowledge, skills and abilities.

Experience with agency accreditation process, Active Net software programs and municipal or governmental (Veterans Affairs – VA; Morale, Welfare and Recreation – MWR; or state) recreation services is preferred.

CERTIFICATIONS OR LICENSES

Licenses

Valid Florida Driver license required upon appointment.

Certifications

American Red Cross certification (or equivalent) in Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid is required upon hire.

National Recreation and Parks Association certification as a Certified Parks and Recreation Professional (CPRP) is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the social factors which contribute to the development of juvenile delinquency and youth crime;

Thorough knowledge of community organization with particular emphasis on the public and private agencies servicing children and youth;

Good knowledge of the principles of social research and the collection of social statistics;

Ability to obtain cooperation of social work, correctional law enforcement, and service agencies;

Ability to analyze and evaluate a mass of raw factual data;

Ability to reach, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position;

Thorough knowledge of principles and practices of community recreational management, including equipment, supplies, and facilities used in recreational areas;

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Knowledge and ability to effectively administer policies, procedures, and practices;
Thorough knowledge of effective promotional and public relations activities;
Thorough knowledge of principles and practices of effective administration and supervision;
Knowledge of budget, payroll, and personnel administration;
Ability to manage multiple projects concurrently and adjust to seasonal changes in workload;
Ability to lead and to secure the confidence and cooperation of participants, the general public, and other employees in youth services;
Ability to develop long-term plans and programs and to evaluate work accomplishments;
Ability to administer a city-wide program of youth services and recreational programming and events;
Ability to plan, assign, coordinate, and supervise the work of subordinates in youth activities;
Ability to keep records and prepare reports;
Ability to communicate effectively, both orally and in writing;
Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public; and
Demonstrated knowledge of personal computers and related departmental software.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is often required to sit for prolonged periods of time.

Must conform to grooming and dress code requirements (uniforms furnished).

WORK ENVIRONMENT

While performing the duties of this job, work may require performance of tasks outdoors under varying climatic conditions.

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Required to attend meetings outside regular business hours, including evenings, weekends and holidays.