

Tompkins County

Director of Youth Services

2018 SALARY RANGE: \$74,172 to \$80,600/yr.

New York State Retirement and an Excellent Benefits Package



The Position

The Director of Youth Services reports to the County Administrator and provides oversight of the Tompkins County Youth Services Department. In addition, the Director works closely with the County Legislature, community and business leaders, and other state and local governmental officials.

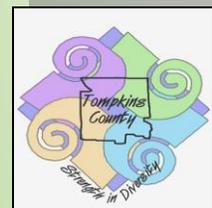
The Director of Youth Services is supported by the Youth Services Advisory Board and leads a team of four FTEs charged with investing time, resources, and funding in communities to enable all youth to thrive in school, work, and life. With support of the Advisory Board, the Director creates an annual budget which provides community funding to agencies and municipalities. The Director is also a thought leader on youth development, provides departmental direction, understands the systems of youth and community services, and is charged with representing the County in dealing with various youth related agencies as well as New York State Office of Children and Family Services, and performing other duties assigned by the County Administrator.

Youth Services believes in innovation and has long been a lead on municipal planning, evaluation practices, youth development services, youth worker training, and much more. It is expected that the next Director will be a steward of our community resources as we take the next leap forward as an organization. There is a culture of innovation in Tompkins County government, where collaboration and initiative are strongly encouraged.

Our Commitment

Tompkins County values a diverse, respectful, productive, and fulfilling workplace and provides its Director of Youth Services with a wide range of responsibilities intended to realize those values.

The Director of Youth Services will serve as an integral member of the health and human services community of Tompkins County, responsible for developing and sustaining an inclusive culture that enables a diverse workforce to perform at the highest level.



Dear Colleague –

Tompkins County is currently seeking a Director of Youth Services, I invite you to review the position details to see whether you might be a good fit for our organization and this important leadership role. Tompkins County is an equal employment opportunity employer. All qualified persons who have experience serving a diverse clientele are encouraged to apply. If this opportunity is not of interest to you, please feel free to share it with other professionals.

Amy Guererri, Commissioner of Human Resources

607.274.5526

Why Apply?



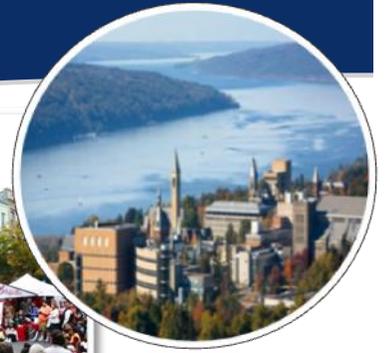
Tompkins County is one of the most beautiful and livable areas in the entire United States. The County, with a population of 105,500 (2016 est.), is located in the beautiful Finger Lakes Region of upstate New York. Tompkins County is situated at the southern tip of majestic Cayuga Lake in an area of dramatic gorges and waterfalls. The people of Tompkins County are welcoming, civically engaged and diverse.

Form of Government

Tompkins County is governed under home rule, which provides for the separation of the Legislative and Executive Branches of government. The Tompkins County Charter was approved in 1968 and took effect in 1970. The County has a Legislature-Administrator form of government where a 14-member legislature elected from single member districts appoints a County Administrator who oversees and coordinates the operations of county government to successfully carry out the policies of the County Legislature. Legislators are elected to four year terms. Other elected officials include the District Attorney, Sheriff, and County Clerk.

The Community

The County offers a vibrant city center, quaint villages and hamlets, forested hillsides, rolling farm land, over 26,000 acres of State Forests and Wildlife Management Areas, and nearly 3,000 acres of State Parks. Ithaca, our county seat, with a population of 30,750 (2016 est.)



has a small-town atmosphere yet showcases qualities of a much larger city through an abundance of restaurants, theatre, arts, shopping, cultural activities, and community festivals and events. Ithaca was named in the Top 100 Best Places to Live, by Livability.com (2018), #2 Best Small College Town by USA Today (2016), and Healthiest City in New York State by 24/7 Wall Street (2015). The County is the employment center for the region with a strong human services sector, a local medical center, and a robust public transit system. Tompkins County's economy is diverse and the three institutions of higher learning – Cornell University, Ithaca College, and Tompkins-Cortland Community College (TC3) – make education our top economic contributor. The Ithaca Tompkins Regional Airport greets over 200,000 passengers annually and generates over \$30 million for the local economy while serving as a major international gateway to Cornell, Ithaca College, TC3 and other major employers in the region.



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Minimum Qualifications

In order to qualify: The successful applicant will meet or exceed the following:

- (a) A Master's degree from a regionally accredited or New York State registered college or university **AND** two years full-time paid satisfactory experience in administration and supervision; **OR**
- (b) A Bachelor's degree from a regionally accredited or New York State registered college or university, **AND** four years of full-time paid satisfactory experience in administration and supervision; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

SPECIAL REQUIREMENT: This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and become a resident of Tompkins County within a reasonable period of time.

Preferred qualifications include at least three years progressively responsible leadership, management, and supervisory experience in a diverse county government, similar local government or non-profit organization or complex organization and a demonstrated record of success in the following key areas: overseeing complex projects and/or operations; serving as a trusted advisor and providing data-driven solutions; working effectively with elected officials; working collaboratively with internal and external stakeholders.

The Ideal Candidate:

The Director of Youth Services will be someone who communicates well both verbally and in writing, and who is also a good listener. The Director will serve as a leader for Youth Services, with an ability to interpret complex issues, and translate information in a manner easy to understand. The individual must be able to foster and maintain partnerships across agencies and organizations enhancing the County's ability to meet community needs for youth and families. The ideal candidate will be civic-minded, self-motivated, and able to work in a fast-paced and demanding environment in both producing work and managing staff. As a team-oriented, collaborative leader experienced in promoting a diverse, inclusive, culturally competent, and respectful workplace, the candidate will be committed to innovative problem solving, customer service, and performance excellence.

The Director will have a proven track record of building and maintaining morale through effective teambuilding, advocacy and consistency in approach, with a demonstrated commitment to ongoing staff training and professional development to build skills, achieve performance excellence, and advance desired growth potential. The ideal candidate has successfully led divisions, departments, local government organizations or other complex private/not-for-profit organizations with fairness, patience, humility, and a sense of humor. The person will be able to see beyond immediate pressures and remain focused on important long-term objectives and will review and improve business and operational processes while embracing change.

<https://www.tompkinscivilservice.org/post/announcement/3803>

Apply Online

Please visit: www.tompkinscountyny.gov/. (1) Choose "County Employment" (2) On the left side of the screen, choose "Vacancy List." (3) Find the Director of Youth Services opportunity and select "Apply". Create your profile to continue. Confirm that you meet the minimum qualifications. Complete the application and upload a cover letter, CV or résumé, list of professional references, and any other supporting documentation you would like the County Administrator to consider. Call 607-274-5520 for assistance with any problems.