

YOUTH SERVICES NETWORK MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision of the City Manager, initiate and cultivate collaborative partnerships with agencies and groups that work with or provide services/support to youth in the City in order to develop a youth services network/collaborative. Advocate for youth services to the community at large.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop a youth services network/collaborative (including database & memorandums of understanding) of public/private agencies, nonprofits, community based organizations that serve youth and families.
2. Work with network to identify services gaps, redundancy, and opportunities for growth.
3. Explore appropriate models of quality youth services and programs as prospective contractors for Antioch.
4. Special focus on early gang intervention programs for kids most at-risk (roughly in 6th and 7th grade). Work with law enforcement on a restorative justice for youth program.
5. Work with area youth groups to identify, evaluate and recommend best practices and innovative initiatives for existing and new teen programs.
6. Review City's youth programming and communication efforts to determine how to better serve youth and parents.
7. Inventory current city facilities, city parks, etc., to determine if it is appropriate to house and/or deliver youth programming.
8. Provide strategic guidance to City Manager and periodic updates to City Council in the implementation of the progress of the network.
9. Identify funding costs and prospective philanthropic opportunities in and outside of Antioch.
10. Research current youth employment opportunities with the City to build a youth employment program that focuses on 21st century workforce skills (i.e. similar to Thousand Strong Sacramento)
11. Identify different areas of youth development as it relates to civic engagement and participation.
12. Examine the possibility of a parent resource center.
13. Identify, pursue and implement youth grants and other philanthropic opportunities

**CITY OF ANTIOCH
YOUTH SERVICES NETWORK MANAGER (CONTINUED)**

14. Support the City's proposed budget allocations for youth programming.
15. Attend community events to provide education and advice to community members on youth services.
16. Prepare and administer division budget. Monitor and coordinate expenditures and revenues.
17. Represent the department and/or City on community wide task forces and committees; provide professional advice and input.
18. Develop, implement and coordinate youth centered recreation activities with City departments, divisions and with outside agencies.
19. Strong written and verbal communication skills to deliver public presentations and staff reports to City Council.
20. Prepares reports and correspondence as required.
21. Perform other duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Mobile devices, particularly in relation to providing youth services and digital material access.
- The role of social media in society and is able to effectively leverage social media to promote youth services.
- The implementation of youth programs
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of management, supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Common recreational and social needs of various age groups.
- Principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs through community participation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Handle multiple activities or interruptions at once and prioritize work tasks prudently and independently or while working in a team environment.
- Plan and facilitate meetings, work with youth, youth groups, community leaders and volunteers of diverse backgrounds.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Understand community needs in regards to youth and evaluate activities according to those needs.

- Elicit community and organizational support for youth programs.
- Respond to requests and inquiries from the general public.
- Maintain confidentiality of information.
- Prepare clear and concise records, reports, correspondence and other written material.
- Use good judgment and common sense in handling difficult situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Bachelors Degree from an accredited College or University, with major course work in Social Work, Recreation, Public Administration, Business Administration or closely related field, and

Experience:

Minimum of Three (3) years of full time (or the equivalent of full time) experience in recreation, education, social work or delivery, with emphasis on community organizing.

License or Certificate:

Possession of an appropriate, valid driver's license. An out-of-state valid Motor Vehicle Operator's License will be accepted during the application process, but a valid California license must be obtained within six (6) months of appointment to the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Exempt

Created: May 2020

**CITY OF ANTIOCH
YOUTH SERVICES NETWORK MANAGER (CONTINUED)**

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.