

County of Albany

112 State Street
Albany, NY 12207



Meeting Agenda

Thursday, October 29, 2020

7:00 PM

Held Remotely

Personnel Committee

PREVIOUS BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES
2. RESCINDING RESOLUTION NO. 217 FOR 2019

CURRENT BUSINESS:

3. CONFIRMING THE APPOINTMENT OF THE COMMISSIONER OF THE DEPARTMENT OF MANAGEMENT AND BUDGET
4. CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF THE ALBANY COUNTY YOUTH BUREAU

County of Albany

*112 State Street
Albany, NY 12207*



Meeting Minutes

Thursday, August 27, 2020

7:00 PM

Held Remotely

Personnel Committee

PREVIOUS BUSINESS:

Present: Legislator Gilbert F. Ethier, Legislator Jeffrey D. Kuhn, Dustin M. Reidy, Raymond F. Joyce, Merton D. Simpson, Lynne Lekakis, Mark E. Grimm and Todd A. Drake

Excused: Sean E. Ward

1. APPROVING PREVIOUS MEETING MINUTES

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

2. AN ACT TO MODIFY THE RULES AND REGULATIONS FOR ALBANY COUNTY EMPLOYEES

A motion was made to move the proposal forward with a positive recommendation. The motion failed by the following vote:

Aye: Legislator Grimm and Legislator Drake

Nay: Legislator Ethier, Legislator Kuhn, Legislator Reidy, Legislator Joyce, Legislator Simpson and Legislator Lekakis

Excused: Legislator Ward

A motion was made to move the proposal forward with a negative recommendation. The motion carried by the following vote:

Aye: Legislator Ethier, Legislator Kuhn, Legislator Reidy, Legislator Joyce, Legislator Simpson and Legislator Lekakis

Nay: Legislator Grimm and Legislator Drake

Excused: Legislator Ward

CURRENT BUSINESS:

3. REQUESTING THE ALBANY COUNTY COMPTROLLER AND THE COMMISSIONER OF HUMAN RESOURCES TO REVIEW THE ALBANY COUNTY RULES AND REGULATIONS FOR EMPLOYEES AND PROVIDE RECOMMENDATIONS CONCERNING TIMEKEEPING PRACTICES

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

4. AUTHORIZING THE CREATION OF AN EARLY SEPARATION PAYMENT PROGRAM AND INITIAL ACCEPTANCE OF APPLICATIONS FROM ALBANY COUNTY EMPLOYEES

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

5. CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF EMPLOYEE RELATIONS IN THE DEPARTMENT OF HUMAN RESOURCES

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

RESOLUTION NO. 385

RESCINDING RESOLUTION NO. 217 FOR 2019

Introduced: 10/13/20

By: Drake, Mauriello, Burgdorf, Grimm, Whalen, Langdon, Perlee

WHEREAS, Albany County and its residents face dire economic circumstances due to the COVID-19 pandemic, and

WHEREAS, Cuts in New York State funding are anticipated and increases in payments to the New York State Retirement System are expected, and

WHEREAS, During such challenging times, this legislative body has a duty to implement fiscally conservative measures to limit County risk and ease the burden on taxpayers, and

WHEREAS, Resolution 217 for 2019, adopted by this legislature on July 8, 2019, reduced the threshold for health insurance benefits for current employees from 20 years to 15 years, and

WHEREAS, The costs of this revised policy were never clearly identified, but are undoubtedly larger than if the threshold remained at 20 years, now, therefore, be it

RESOLVED, That Resolution No. 217 for 2019 is hereby rescinded, and, be it further

RESOLVED, By the Albany County Legislature that the Albany County Employee Rules and Regulations, adopted pursuant to Resolution No. 136-b for 1999, which are applicable to all non-union employees of Albany County, as amended, are hereby amended to read as follows:

Article IX, Section A(l)(a)(l)(a) shall read: "The employees with an employment date after the adoption of these rules must have at least twenty (20) years of full time equivalent service with Albany County."

Article IX Retiring Part Time Employees, Group "F" part (b) shall read:

"(b) Eligibility Criteria: • Employees must have completed twenty (20) years of equivalent full-time County service. Calculation of full time service uses a standard work week of not less than thirty five (35) hours per week. • Age 55 or older. • Enrolled in County health insurance"

BE IT FURTHER RESOLVED, That the threshold for years of service required in order to become eligible for health insurance benefits in retirement shall be effective and applied retroactively for all current employees of Albany County hired after the adoption of Resolution No. 136-b for 1999, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET, ROOM 1200
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.
DEPUTY COUNTY EXECUTIVE

October 6, 2020

Hon. Bruce A. Hidley
Office of the Albany County Clerk
Albany County Courthouse
Albany, NY 12207

Hon. Necole Chambers, Clerk
Albany County Legislature
112 State Street, Room 710
Albany, NY 12207

Dear Mr. Hidley and Ms. Chambers:

I write to advise that I am appointing M. David Reilly, Jr. as Commissioner of the Department of Management and Budget, subject to confirmation by the County Legislature. My authority to make this appointment lies in the County Charter under Sec. 302(c) and Sec. 501. Given the scope and importance of the Department of Management and Budget within Albany County, I anticipate the County Legislature will take up this appointment in an expedient fashion.

I have enclosed a resume for review by the legislature.

Please advise if there are any questions,

Sincerely,

Daniel P. McCoy

cc: Andrew Joyce, Chairman
Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Majority Counsel
Minority Counsel



Legislation Text

File #: TMP-1968, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Appointment of the Commissioner of the Department of Management and Budget

Date: October 6, 2020
Submitted By: Mike McLaughlin
Department: County Executive’s Office
Title: Director of Policy and Research
Phone: 518-447-7040
Department Rep.
Attending Meeting: Dave Reilly

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No
Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: AA 1340 11016 \$125,000
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term

Term: (Start and end date) Click or tap here to enter text.
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes No
Click or tap here to enter text.

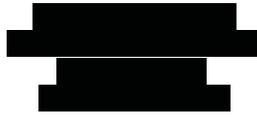
Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

The County Executive is submitting M. David Reilly, Jr. for appointment as the Commissioner of the Department of Management and Budget. Please find a copy of Mr. Reilly's resume attached for your review, his experience and knowledge make him an ideal candidate for this position.

M. David Reilly, Jr.



Accomplished financial professional with extensive experience ranging from Wall Street trading and operations to local government budgeting and Legislative management. Excellent research abilities combined with real world execution.

Work Experience:

Deputy Commissioner, Department of Management & Budget, Albany County, Albany, NY

October, 2016 – Present

- Assists in preparation and submission to the Legislature of the County Executive's proposed budget, Five-year Capital Plan as well as monthly Requests for Legislative Action and Contract Board submissions
- Provides investment advice and cash flow guidance to the Commissioner of Management & Budget
- Participates in Budget negotiations between departments and elected officials
- Member of Albany County Investment Advisory Board, Ex-officio member of County Planning Board
- Works directly with County Department Heads and Commissioners as well as County Legislators and their staff to advance the Legislative requests and needs of departments under the County Executive
- Coordinates between the Albany County Land Bank, the County Division of Finance, Department of Law and Department of General Services to ensure a clean transition through the tax foreclosure process, to County judgement, eviction and disposition through the Land Bank leading to reinstatement on the tax roll
- Assists in the preparation of both short and long-term fiscal strategies to ensure the future of Albany County
- Authored County Investment Policy and co-authored County Property Disposition Plan, both were adopted unanimously by the County Legislature without revision

Acting Commissioner, Department of Management & Budget, Albany County, Albany, NY

January, 2016 – October, 2016

- Prepared and submitted the County Executive's proposed budget to the County Legislature
- Negotiated budgetary changes with separately elected officials and County Legislature and their staff
- Chaired the County Capital Plan Committee, in charge of submitting the annual five-year plan for Albany County's Capital spending and bonding needs across all departments
- Ex-officio member of the Albany County Planning Board

Senior Budget Analyst, Albany County Department of Management & Budget, Albany, NY

December, 2013 – January, 2016

- Lead Budget Analyst for a rotating portfolio of County Departments, handling all budget transfers, Legislative requests and contract needs as well as payroll authorizations and staffing needs
- Helped prepare and present County Executive's proposed budget to the County Legislature
- Ex-officio member of Albany County Planning Board
- Guided departments through their annual budget submission process
- Monitored budgetary line usage throughout the year and advised departments on issues in a timely manner

Director of Fiscal Operations, Albany County Nursing Home, Albany, NY

January, 2013 – December, 2013

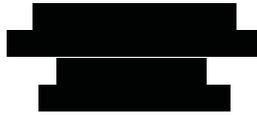
- Chief Fiscal Officer for the Albany County Residential Health Care Facility, a 250 bed facility
- Prepared Trial Balance and acted as lead County contact with external and internal auditors
- Compiled and Certified Cost Reports which determine Medicare and Medicaid reimbursement rate
- Managed staff in the Business Office and across the entire facility depending on situational needs
- Worked closely with the County Executive's staff on budgetary and policy initiatives

Trade Operations Manager, Janus Capital Group, Denver, CO

April, 2011 – January, 2012

- Managed Alternative Operations, Fixed Income Operations, and Trade Settlements in five countries
- Oversaw trade booking, processing, financing, and settlement for all associated products globally
- Presented new derivative trading products to the Alternative Investment Committee

M. David Reilly, Jr.



- Affirmed CDS, CDX, and OTC Option trading activity on DTCC's online platform
- Coordinated Option and Future rolls between Portfolio Managers, Traders, and counterparties in advance of the positions maturing to maintain proper hedging and speculating levels
- Responsible for posting and monitoring collateral levels needed for all derivative positions to maintain compliance with 1940 Act requirements and internal compliance rules

Director of Operations, Senator Investment Group, New York, NY

June, 2008 – March, 2010

- Entered or processed daily trading activity for all fixed income, equity, listed options, credit derivatives, and foreign exchange trades for onshore and offshore funds totaling approximately \$2 billion USD
- Executed equity, option, credit, credit derivative and foreign exchange trades
- Responsible for all proxy voting, corporate actions, and reorganization activity for portfolio
- Calculated and distributed daily, weekly, and monthly return data internally as well as assisted with official month and year-end estimates distributed to all onshore and offshore investors
- Set allocation percentages for new positions based on ratio of NAV between funds
- Responsible for daily transfers of cash and securities between three Prime Brokers (Goldman Sachs, JP Morgan, and Morgan Stanley) to ensure on-time trade settlement and margin requirements as well as maintain appropriate levels of counterparty risk between accounts
- Affirmed CDS trades and coordinated novation activity and quarterly position rolls with counterparties
- Reviewed foreign exposure and hedged portfolio currency risk using spot markets and derivatives
- Responsible for all SEC filings and mandated reporting through their online platform

Senior Operations Analyst, Avenue Capital Group, New York, NY

April, 2004 – June, 2008

- Entered and verified daily activity for all fixed income, equity, listed options, derivatives, and foreign exchange trades for domestic strategy funds totaling approximately \$9.8 billion USD
- Executed spot and forward currency trades to settle and hedge foreign denominated securities
- Managed a team of Operations Analysts in terms of their workload, accuracy, and timeliness
- Found and resolved any trade breaks and failing trades to ensure on-time trade settlement
- Ran daily profit and loss statements and position sheets to be distributed to trading, analytical, marketing, risk management and portfolio management staff
- Processed corporate actions, exchange offers, and proxy votes affecting securities held in funds

Mutual Fund Accountant, Mutual of America, New York, NY

June, 2002 – April, 2004

- Calculated the cash availability, Net Asset Value (NAV) and Unit Values for multiple funds comprised of equities, options, fixed income securities, and foreign currencies
- Validated the accuracy of daily Net Asset Values and Unit Values for all funds priced by other fund accountants in the pricing group prior to distribution
- Ensured proper hedging levels and asset allocation percentages for index-tracking funds through the use of index futures with varying expirations
- Prepared monthly, quarterly, and annual reports detailing fund performance and valuation for internal and external distribution

Education:

Bachelor of Science in Business Administration

University of Delaware, Alfred Lerner College of Business, Newark, DE

Concentration: Finance

Completed December 2001 – Dean's List

Computer Skills/Software Proficiency:

Microsoft Excel, Access, Word, PowerPoint and Outlook, MUNIS, Adobe Acrobat, Granicus, Eze Castle OMS, Bloomberg, Charles River IMS, SunGard VPM, Advent Geneva, Advent Axys, Princeton Asset Management, and many proprietary systems



DANIEL P. MCCOY
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DANIEL C. LYNCH, ESQ.
DEPUTY COUNTY EXECUTIVE

September 30, 2020

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear Chairman Joyce:

I am pleased to appoint Valerie D. Johnson, MSW to the position of Albany County Youth Bureau Director, per section A2403 of the Albany County Charter. Ms. Johnson has graciously accepted my invitation to take charge of the duties and responsibilities of the Youth Bureau.

It is important that we provide capable leadership for the Youth Bureau, an essential tool for supporting County-wide children services. I am confident that Ms. Johnson is qualified in both education and experience for the position and will provide strong leadership for this important county resource.

Sincerely,

Daniel P. McCoy
Albany County Executive

cc: Hon. Dennis A. Feeney, Majority Leader
Hon. Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1966, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Appointment of Valerie D. Johnson, MSW to the position of Albany County Youth Bureau Executive Director

Date: September 30, 2020
Submitted By: Cameron Sagan
Department: County Executive
Title: Policy Analyst
Phone: 518-447-7040
Department Rep.
Attending Meeting: Cameron Sagan

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel

- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No
Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: AA7310 11029
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.
State: Click or tap here to enter text.
County: 100%
Local: Click or tap here to enter text.

Term

Term: (Start and end date) Click or tap here to enter text.
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes No
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

The County Executive respectfully requests Legislative approval to fill the recently vacated Youth Bureau Executive Director position with candidate Valerie D. Johnson, MSW. The position was most recently held by Nicole Ward before she was appointed Deputy Commissioner of the Albany County Department for Children, Youth and Families (CV enclosed).

Moira Manning, Commissioner
Albany County Department for Children, Youth and Families
112 State Street, Room 300
Albany, New York 12207

Ms. Valerie Johnson
[REDACTED]
[REDACTED]

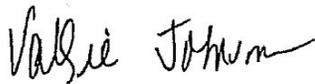
Re: Youth Bureau Director Position

Attached please find my resume for your consideration. As an experienced clinician, the position definitely piqued my interest. When reviewing the job requirements, I was excited to see that my qualifications and personal traits aligned well with your needs.

I bring a set of talents that I believe will be valuable to this role. During my years of experience I have honed my skills and abilities, providing a solid foundation for a transition to an administrative position. My communication strength, people-centric nature and supportive manner have afforded me an excellent interpersonal skill set. My focus on building strong professional relationships has been a valuable asset throughout my career.

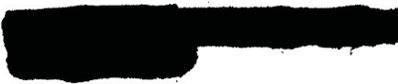
I am excited to contribute my strengths and proficiency to the department in a leadership capacity and thank you for the opportunity.

Sincerely;



Valerie Johnson

Valerie D. Johnson, MSW



OBJECTIVE:

To employ my exemplar experience, interpersonal skills, management and organizational skills as a human services professional.

PROFILE:

Keenly focused, intelligent, driven and highly capable professional who is passionate about chosen field. Proven organizer, problem solver and independent decision-maker. Positive, motivating and encouraging attitude and approach. Friendly, patient and dependable.

QUALIFICATIONS SUMMARY:

Case Management/Counseling – highly experienced and successful counselor with proven ability to manage caseloads efficiently and effectively. Excellent assessment and problem-solving capabilities.

Program Development – quickly and accurately assimilates and clearly presents information. Innovative thinker. Established relations with outside agencies and community resources. Proven ability to design effective and engaging new program models.

Research – resourceful investigator exhibiting comprehensive knowledge of service delivery structure and related laws and policies. Highly analytical, thorough and dedicated to remaining on cutting edge of field.

Computer Expertise – proficient in the use of Microsoft office applications and Internet resources.

Training – experienced in teaching, training and motivational speaking. Adept in planning state wide training institutes and conferences.

PROFESSIONAL EXPERIENCE:

Albany County Dept. for Children, Youth and Families, Albany, New York, 2010 – Present;

Case Worker, Child Protective Services, 2010 – 2011; Responsible for providing social work services to individuals, including children, families and/or caregivers, investigating reports of suspected abuse and maltreatment and/or assisting clients with economic, emotional, social and environmental difficulties by making the necessary service referrals to address social problems.

Case Worker, Foster Home Finding and Adoption Services, 2011 – 2020; Responsible for providing social work services aimed at achieving permanency and provide reasonable and diligent efforts to reunite families; to assist children who have no permanent guardian to become adopted; and to offer recruitment and intensive training to prepare families to be either foster or adoptive parents

Homemaker/Stay at Home Mom, Albany New York, 1995 – 2010; Primary care giver for two growing daughters, responsible for balancing household income, and general household duties. Also delivered Times Union newspapers, Performed administrative duties for Girl Scouts and served as a Board Member for the Junior Falcons Team.

Case Worker, Child Protective Services, Suffolk County Department of Social Services, Case Worker, 1991 – 1995; Responsible for providing social work services to individuals, including children, families and/or caregivers, investigating reports of suspected abuse and maltreatment and/or assisting clients with economic, emotional, social and environmental difficulties by making the necessary service referrals to address social problems.

Social Work Counselor, Project Independence, Deer Park, New York, 1989 – 1991; Responsible for Providing training in Independent Living Skills to youths who were transitioning from foster care to independent adult living.

AFFILIATIONS:

- President of the Christian Women's Council Dept., 2011 – present
- Regional President of the Christian Women's Council for the Capital District, 2002 – 2018
- President of the Local Youth Dept., 1988 – 1995
- President of the State Purity Class for Teenage Girls, 1989 – 1995
- Coordinator of Annual Women's Retreat

EDUCATION:

- State University of New York at New Paltz, New Paltz, New York
BA in Sociology/Minor in Communications - 1986
- State University of New York at Stony Brook, Stony Brook, New York
MS in Social Welfare - 1995

EXECUTIVE DIRECTOR, COUNTY YOUTH BUREAU

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for the overall management of the Youth Bureau that includes planning, development, coordination and direction, in accordance with the New York State Division of Youth. The incumbent in this position is responsible for policy-making, promoting, reviewing and evaluating a variety of programs sponsored by the Youth Bureau and the Department for Children, Youth and Families. Supervision is exercised over professional and clerical personnel. Under the direction of the Commissioner, does related work as required within the Department for Children, Youth and Families.

TYPICAL WORK ACTIVITIES:

- Administers and plans the daily operations of the bureau;
- Prepares and monitors the bureau's budget;
- Oversees and undertakes various research and data gathering projects;
- Initiates grant applications, development and administration;
- Acts as liaison between Albany County and various public and private community interested groups and organizations on youth program functions such as prevention, recreation, runaways, homeless and delinquency;
- Assures fiscal accountability of federal and state funded programs and monitors programs to see that programs are properly administered;
- Provides and promotes public relations work related to Youth issues;
- Serves on Departmental Contract Management Team;
- Compiles and analyzes statistical data to ascertain program(s) effectiveness and the needs of the County Youth population;
- Participates in integrated planning process.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the problems and needs of youth;
- Good knowledge of budget administration and fiscal controls;
- Good knowledge of program evaluation and review techniques;
- Ability to interpret and apply the provisions of relevant laws, regulations and legal directives;
- Ability to plan, promote and coordinate community problems for youth development;
- Ability to prepare basic statistical research and detailed reports;
- Ability to meet with the public and deal effectively with various community groups;
- Ability to communicate effectively both orally and in writing;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Administration or any of the Social Sciences and one (1) year of supervisory experience working with youth in teaching, casework, probation, guidance or related fields; OR,
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration or any of the Social Sciences and two (2) years of experience working with youth in teaching, casework, probation, guidance or related fields, of which one (1) year must have been in a supervisory capacity.

Juris. Class: Non-Competitive (Confidential / Policy Influencing)

ACCS Adopted: Reviewed and readopted by ACCS resolution on 2/10/11

Revised: