

Essential Functions (continued):

8. Look for opportunities over time for the SCTF on Youth Gangs to connect with other efforts underway to eradicate youth gang violence.
9. Monitor youth gang programs to achieve program goals and objectives; recommend program adjustments and improvements based on client needs.
10. Develop an evaluation tool to accurately measure the effectiveness of the comprehensive strategy and its individual components.
11. Support the development of grants and proposals to secure public and private funds for youth gang prevention, intervention and suppression programs.
12. Assist the Executive Council to procure and distribute "partnership" and "pilot program" funds to South Coast youth gang prevention, intervention and suppression program operators with the goal of accomplishing better results.
13. Develop and implement public information initiatives to promote the participation of youth gang members in program activities, inform the community on program efforts and needs, and secure necessary program funds, resources, and support.
14. Prepare and present periodic and annual reports to Policy and Executive Councils which focus on planned versus actual performance, program results and measurable action plans with goals and objectives for the coming year.
15. Develop action plans; develop and administration of the budget.
16. Prepare and present the five year milestone report.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a youth gang program, neighborhood services, and social programs.
- Principles of budget preparation and control.
- Development of grants and proposals to secure funds.
- Public relations practices and techniques.
- Modern office procedures, methods and computer equipment.
- Principles of business letter writing and professional report preparation.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Supervise, organize, and review the work of professional and technical personnel.
- Select, supervise, train and evaluate staff.
- Interpret and explain City policies and procedures.
- Identify resource information pertinent to community and neighborhood needs.
- Promote youth gang prevention programs.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Walking, standing or sitting for extended periods of time*
 - *Operating assigned equipment*
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: TBD

Training: TBD

Equivalent to a Bachelors degree from an accredited college or university with major course work in social science, social work, public administration, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office/neighborhood center/recreation facility/neighborhood environment; works with computers.

Physical Conditions:

Positions in this class require frequent walking and standing; the ability to lift/carry objects weighing up to 25 pounds, stoop, and crouch, reach for and handle various pieces of equipment. Position may require maintaining physical condition necessary for sitting for prolonged periods of time.

Note: This is a working budget. The Host-Agency has the authority to modify as needed.

South Coast Task Force on Youth Gangs Budget

<u>Revenues</u>	<u>FY 2012</u>		
Partner Funds:			
City of Santa Barbara	\$	67,729	
Unincorporated County South Coast:		50,434	
City of Goleta:		22,800	
City of Carpinteria		10,703	
Local Government Share		151,666	
CAC In-Kind Match		26,505	
Total Partner Funds		178,171	
Donations:			
McCune Foundation Contribution		2,000	
Total Donations		2,000	
Balance From Prior Year:		66,434	
Total	\$	246,605	
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<u>Expenses</u>			
Salaries and Benefits:	Budget	CAC In-Kind	Total Budget
Salaries	104,857	17,274	122,131
Benefits @ 36.5%	38,273	6,305	44,578
Total Salaries & Benefits	143,130	23,579	166,709
Operating Expenses:			
Total Operating Costs	19,608	850	20,458
Total Costs	162,738	24,429	187,167
Indirect Cost:	13,833	2,076	15,909
Total Budget	\$ 176,571	\$ 26,505	\$ 203,076
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<u>Budget Summary</u>			
FY 12 Partner Funds	\$	178,171	
FY 12 Expenses		(203,076)	
Use of Fund Balance	\$	24,905	
Budget Shortage/Overage	\$	-	
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<u>Fund Balance</u>	\$	43,529	

South Coast Task Force on Youth Gangs
 City, County and CAC Contribution Formula
 Factor: \$0.75 per resident

<u>Agency</u>	<u>2010 Population</u>	<u>Annual Share</u>
City of Santa Barbara	90,305	\$ 67,729
City of Carpinteria	14,271	10,703
City of Goleta:	30,400	22,800
Unincorporated County South Coast:	67,245	<u>50,434</u>
Annual Share from Local Government		\$ 151,666
In-kind contribution by CAC		<u>\$ 26,505</u>
Total Partner Contributions		<u>\$ 178,171</u>