

YOUTH PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a complex nature which involves a responsibility for the processing and follow-up on requests for Office of Children, Youth and Family Services, Youth Development Program funds through the Youth Bureau. The work is performed in accordance with requirements established by the Office of Children, Youth and Family Services, Youth Development Program funds, and all applicable federal, New York State and local guidelines but with latitude for establishment and maintenance of processing procedures. Work direction may be provided to a clerical employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews applications for Office of Children, Youth and Family Services, Youth Development Program funds, by checking for accuracy and completion against a variety of sources and in conjunction with all requirements;

Prepares any paperwork necessary for finalization of applications;

Corrects any errors found and contacts agency involved;

Maintains an eligibility book which lists all monies available and utilized by local agencies and keeps current eligibility charts;

Audits all contract agency vouchers and prepares any additional paperwork as required and posts amount to account book;

Notifies agencies of possible over-expenditures and prepares amendments;

Provides technical assistance to all agencies and municipalities with questions regarding application and/or vouchering procedures on a daily basis;

Prepares a variety of reports including routine financial status reports as requested by the Youth Board;

Secures waivers from those agencies not utilizing available funds;

Handles all monetary matters for special projects as necessary;

May receive and answer correspondence regarding projects;

Initiates, processes and maintains all contracts for the Rockland County Youth Bureau;

Prepares monthly reports of program expenditures for the Youth Employment Program and Rockland Conservation and Service Corps at the request of the Director;

Process payroll for the Rockland County Youth Bureau as well as all direct service programs (i.e., Conservation and Service Corps).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the applications-for-funds process; working knowledge of vouchering and account-keeping procedures; ability to communicate effectively both orally and in writing; ability to maintain records and prepare reports; ability to understand and interpret written material; ability to understand and interpret tabular material; ability to plan and organize work especially where delay could cause a loss of funds.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree and one (1) year of work experience which substantially involved tracking expenditures of program funds, i.e. public funds within specific program appropriations and/or grants (examples of such experience include program auditing, budget management and determination of eligibility for program benefits), or
2. A Bachelor's degree with major concentration (minimum of thirty (30) credits) in Business Administration, Public Administration, Accounting, Finance or comparable curriculum shall be deemed fully qualifying.