

YOUTH PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a complex nature which involves the responsibility for supporting administrative tasks related to the allocation of funds provided to the Youth Bureau by New York State agencies. The work is performed in accordance with requirements established by all applicable federal, New York State and local guidelines but with latitude for establishment and maintenance of processing procedures. The work is performed under the supervision of a higher-level administrator and work guidance (e.g., lead work) may be provided to other staff members. Does related work as required.

TYPICAL WORK ACTIVITIES:

Verifies and evaluates New York State funding applications for accuracy, completeness and compliance with requirements;
Prepares paperwork necessary for finalizing applications;
Rectifies errors by contacting agencies involved to resolve;
Manages an eligibility book to monitor and allocate funds from local agencies, ensuring regular updates of charts;
Audits contract agency vouchers, completes necessary paperwork and records amounts in the 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 financial status reports;
Secures waivers from agencies not utilizing available funds;
Handles all monetary matters for special projects as necessary;
Receives and responds to correspondence;
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 or the Assistant Director;
Processes payroll for the Rockland County Youth Bureau as well as all direct service programs (e.g., Youth Employment Program and Conservation and Service Corps).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the applications-for-funds process; good knowledge of vouchering and account-keeping and other financial record 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 a delay could cause a loss of funds.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher and one (1) year of work experience which involved tracking expenditures or appropriations of program funds, and/or grants*; or
2. A Bachelor's degree or higher in Business Administration, Public Administration, Accounting, or Finance.

*Examples of experience include program auditing, budget management and/or the determination of eligibility for program benefits.

(over)

NOTE: Graduation from high school or possession of an equivalency diploma plus additional years of the required work experience as indicated in #1 above may be substituted for the college degree on a year-for year basis.

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Competitive