

DEPUTY DIRECTOR OF THE YOUTH BUREAU

DISTINGUISHING FEATURES OF THE CLASS: This is technical and clerical work involving planning and coordinating various Youth Bureau programs, auditing claims submitted by funded agencies and municipalities, monitoring funded agencies and programs to verify contract specifications are being carried out and performance of general clerical duties. This work is performed under the direction of the Executive Director. Supervision may be exercised over clerical employees, student aides and seasonal program employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans and coordinates the Summer Employment Program;
- Assists in conducting fiscal and on-site monitoring of funded agencies and programs to verify compliance with contract specifications;
- Audits claims submitted by funded agencies and municipalities, providing technical assistance as needed;
- Prepares Youth Bureau claims for state reimbursement;
- Trains and supervises coordinators for seasonal employment programs;
- Performs bookkeeping duties and prepares payrolls for department and seasonal employment programs;
- Performs general clerical duties such as filing and keyboarding.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods of maintaining financial and statistical records; good knowledge of office practices and procedures; familiarity with the grant application process and the conditions of administering government grants; ability to plan, coordinate and direct the work of others; ability to secure the cooperation of others; dependability, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school or possession of a high school equivalency diploma issued by the New York State Education Department, plus;

- Either:**
- (A) An associates degree in business administration and one year of experience in government program administration including the maintenance of financial accounts and/or preparation of financial reports;
- Or**
- (B) Three years of experience as described in (A) above;
- Or**
- (C) An equivalent combination of training and experience defined by the limits of (A) and (B) above.

Competitive Class

Adopted 11/27/2000 Personnel Officer