

GENESEE COUNTY

YOUTH PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for independently performing various and complex Youth Bureau children and youth programming activities for the departmental service area. The incumbent monitors State revenues, municipal and departmental expenditure reports as well as agency programs and objectives to see that program goals are met. The incumbent works under the general supervision of the Executive Director of the Youth Bureau. Supervision of clerical and other subordinate staff is required. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Prepares municipal and agency state aide claims. Includes review of expenditure reports for accuracy and completeness, preparation of state aid vouchers, and submitting agency claims for payment to the Treasurer's office in each county. Provides technical assistance to agencies and municipalities regarding fiscal procedures and requirements. Prepares budget amendments as required;

Prepares annual Resource Allocation Plan for Office of Children and Family Services (OCFS) funding for each County. Includes implementing OCFS guidelines, assisting agencies and municipalities with the development of applications and review of grant proposals;

Maintains the department's computerized accounts payable, accounts receivable, payroll and general ledger. This includes the verification and reconciliation of these accounts, preparation of purchase orders, travel requests and monitoring of budget performance;

Monitors contracted agency programs to assure that stated aims and objectives are met. Implements monitoring procedures set forth in the comprehensive youth services plan including site visits, intensive monitoring audits and review of monthly reports submitted by agencies;

Attends meetings, training sessions and conferences with or on behalf of the department head; Explains department or agency functions and activities at meetings with civic groups and community organizations;

Supervises and evaluates the performance of assigned clerical staff, interns and Youth Program Assistants;

Prepares and transmits periodic and special reports and correspondence to appropriate local and state authorities, or as may otherwise be required. Includes Program Annual Reports to OCFS;

Establishes accounting and programmatic records and procedures to conform with state and individual grant requirements;

Seeks additional funding sources for youth programming. Writing grant proposals to obtain and/or maintain funding;

Assists director in preparation of annual department budget for each county;

Assists with agency comprehensive planning process.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of basic accounting and office procedures and practices; good knowledge of computers and software applications; good knowledge of children and youth programs and resources; working knowledge of modern public relations techniques; ability to establish and maintain positive working relationships with a variety of agency personnel and schools; ability to plan, coordinate and direct activities of others; ability to perform basic statistical research and prepare reports; ability to address groups; mental alertness; neatness; reliability; accuracy; tact and courtesy.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's Degree or higher;

OR:

- B. Possession an Associate's Degree **AND** two (2) years of full-time, paid experience working in an office or agency which required the organization and coordination of various programs, and the monitoring of financial activities,

OR:

- C. Possession of a high school diploma or an equivalency diploma recognized by the NYS Department of Education **AND** four (4) years of full-time, paid experience working in an office or agency which required the organization and coordination of various programs and the monitoring of financial activities,

OR:

- D. Any equivalent combination of training and experience as defined by the limits of A, B, or C above.

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SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Possession of a valid New York State Operator's license.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Adopted 5/17/99
Revised 11/17/23