

YOUTH BUREAU PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible financial and administrative position involving the allocation and reimbursement coordination of programs funded through the New York State Office of Children and Family Services (OCFS). The position also entails data collection, understanding of youth, and coordination and monitoring of the funded programs. The work is performed under the direction of the Director of the County Youth Bureau who works in close cooperation with municipal youth bureaus. A Youth Bureau Program Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares applications for grants-in-aid for programs to create or expand services to youth;
- Prepares and assists in preparation of Youth Bureau claims for state-funded programs;
- Reviews agency and municipal claims and applications for service and recreation programs for youth;
- Prepares fiscal reports for county and Youth Bureau purposes;
- Monitors contracted agency-run youth programs to assure that stated aims and objectives are met;
- Performs a variety of administrative tasks to coordinate Youth Bureau/Board policy and plans;
- Assists in conducting surveys and otherwise gathers information and statistics on youth needs and available services as a basis for developing feasible programs for county youth;
- Assists in the formulation of policies and long and short term plans involving youth services;
- Prepares for and conducts workshops and training sessions for youth serving personnel on an as needed basis;
- Cooperates with the Director of the Youth Bureau to ensure that Division for Youth policies, procedures, and regulations are adhered to.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Working knowledge of the fiscal requirements, policies rules and regulations needed to secure funding and reimbursement from New York State Office of Children and Family Services (OCFS);
- Ability to secure working relationship with public and Youth Bureau and funded agencies;
- Ability to express oneself effectively both orally and in writing; ability to get along well with others; good judgement;
- Reliability;
- Physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from a high school or possession of a New York State high school equivalency diploma, and;

- A. Graduation from a regionally accredited or New York State registered college or university with at least an Associate's degree in the social or behavioral sciences, education or business administration;

OR

- B. Two (2) years of experience involving the administration, delivery, or monitoring of youth program services.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 7/18/89

Revised: 9/29/16