

HERKIMER COUNTY

JOB OPENING

Department: Youth Bureau

Title: Deputy Director of Youth Bureau

Part-time Opening (17 ½ hours per week)

Salary: \$18,510.00 (2025 base pay rate)

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.

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 associate's 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.

CONTACT:

for further information: Rachael Case, Executive Director
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