

**City of New York  
CONSUMER AFFAIRS  
Job Vacancy Notice**

<b>Civil Service Title:</b> COMMUNITY COORDINATOR	<b>Level:</b> 00
<b>Title Code No:</b> 56058	<b>Salary:</b> Commensurate with experience
<b>Office Title:</b> Contracts, Budget and Administration Manager, Office of Financial Empowerment	<b>Work Location:</b> 42 Broadway, New York, NY
<b>Division/Work Unit:</b> Office of Financial Empowerment	<b>Number of Positions:</b> 1
<b>Job ID:</b> 221806	<b>Hours/Shift:</b> 9:00 AM to 5:00 PM

**Job Description**

The Department of Consumer Affairs (DCA) empowers consumers and businesses to ensure a fair and vibrant marketplace. DCA licenses and regulates over 80,000 businesses in 55 different industries, and enforces the Consumer Protection Law and other related business laws in New York City. The agency educates the public and businesses through outreach and partnerships with stakeholders throughout the City. DCA performs onsite inspections of businesses to ensure compliance with license regulations, weights and measures regulations, and the New York City Consumer Protection Law.

Effective April 1, 2014, under New York City's Earned Sick Time Act, most employers in New York City will be required to give their employees sick leave. DCA is charged with enforcement of this law. DCA is also responsible for enforcement of New York City's Transit Benefits law. Pursuant to that law, effective January 1, 2016, certain employers will be required to offer their full-time employees the opportunity to use pre-tax earnings to purchase qualified transportation fringe benefits.

The DCA Office of Financial Empowerment (DCA/OFE) is the first local government initiative in the country with the specific mission to educate, empower, and protect individuals and families with low incomes. DCA/OFE creates innovative programs, products, and services for New Yorkers so they can build assets and make the most of their financial resources. At the center of the fight to reduce income inequality and expand economic opportunity, DCA/OFE works to support low-income New Yorkers and communities in building wealth and improving financial capabilities. DCA/OFE's goal is to increase access to high-quality, low-cost financial education and counseling; connect individuals to safe and affordable mainstream banking products and services; improve access to income-boosting tax credits, savings, and other asset building opportunities; and enforce and improve consumer financial protections to safeguard financial stability.

OFE is seeking a dynamic, motivated and highly organized individual to join its senior management team as the Contracts, Budget and Administration Manager of the Office of Financial Empowerment. The Contracts, Budget and Administration Manager will oversee and manage OFE contracting and budgetary functions, as well as manage overall administrative operations of the division and supervise the Contracts and Budget Associate.

Duties shall include, but are not limited to:

- Working closely with DCA's Finance division and the Agency Chief Contracting Officer, manage all procurement and contracting for OFE initiatives both publicly and privately funded, including advising on proper procurement routes, drafting solicitations and agreements, coordinating evaluation committees, making recommendations for awards, and negotiating contracts;

- Work with DCA’s Finance division, the Legal division (in particular the Agency Chief Contracting Officer), and the Mayors Fund to Advance New York City as appropriate, to draft, review and execute all solicitations, contracts and agreements, and to procure services for OFE;
- Maintain and exercise a good working knowledge of the administrative and departmental regulations, policies and procedures related to finance and procurement and contracting; follow and maintain a current working knowledge of the Procurement Policy Board (PPB) Rules;
- Oversee all aspects of OFE budgetary functions, including managing grant/operating budget expenditures, assisting with submission of grant/operating budget proposals, managing forecasting assignments, and tracking grant/operating budget spending;
- Coordinate OFE’s completion of reports and other deliverables for all privately-funded grants, ensuring accurate and timely submissions;
- Oversee all aspects of invoice management; follow standard invoice review policy; ensure all incoming payment requests are tracked, reviewed and disbursed in a timely manner;
- Manage inter- and intra-agency relationships with vendors and funders;
- Oversee various aspects of OFE operations, including managing new hire and exiting employee protocols, submitting work orders, and ordering office supplies;
- Manage the Contracts and Budget Associate, responsible for reviewing OFE invoices, coordinating the drafting and review of contracts, and assisting with office administrative activities.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties described above; or
3. Education and/or experience which is equivalent to “1” or “2” above. However, all candidates must have at least one year of experience as described in “1” above.

*New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.*

**Preferred Skills**

- Demonstrated experience with government procurement policy and protocols;
  - Highly organized with a strong attention to detail;
  - Ability to work on multiple projects, sometimes quickly and under strict deadlines;
  - Outstanding analytic, problem-solving, and creative thinking skills;
  - Excellent written and oral communication skills;
  - An enthusiastic and positive individual with good interpersonal skills and a passion for supporting people with low incomes to build greater self-sufficiency;
  - Supervisory experience in effectively managing a dynamic and diverse team;
- Proficiency in Microsoft Word, PowerPoint and Excel.

**To Apply**

**For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and type “Consumer Affairs” on the search line. Then locate the Job ID number.

**For Current City Employees:** Visit [Employee Self Service \(ESS\)](#) to view and click on Recruiting Activities,

Careers, and search by Job ID number.

***A RESUME AND COVER LETTER ARE REQUIRED.***

***PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.***

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.***

***NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

**Post Date:** 11/5/2015

**Post Until:** Filled