

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$55,000 - \$70,000</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Community Coordinator</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Budget & Fiscal Operations/Budget</u>		

Job Description:

Budget Analyst is an analytical position in the NYC Department for the Aging's (DFTA) Budget Unit. DFTA achieves its mission of providing supportive services to the community to enhance the lives of older New Yorkers by funding 350 to 400 non-profits citywide. DFTA funds about \$300M+ annually through these contracts with community based partners, representing 85% of DFTA's Agency budget. Annually, DFTA processes about 500+ budget modifications and 2,000 to 2,500 budget allocations through these contracts with non-profits.

This position will be primarily responsible for the budgets of aging services contracts and includes operational and analytical responsibilities. By intimately working with nonprofits' budgets, the ideal candidate is someone who will be able to conduct analyses to understand/extrapolate the story and/or trends that these budgets tell about aging service provider(s) and service funding levels citywide.

The ideal candidate is a natural problem solver and people person. This person is someone who thrives in an autonomous and results oriented workplace as part of a close-knit Budget/Fiscal team. This position will be welcomed as a partner of a mission driven Budget and Fiscal team at DFTA.

Operational:

- Oversee and conduct the review of budget submissions from providers for appropriateness and compliance with the City's guidelines.
- Ensure the processing of providers' budgets and budget modifications in a timely and accurate manner.
- Provide support and information to the Agency and providers about aging services contracts' budgets.
- Troubleshoot and problem solve with various stakeholders throughout DFTA to ensure the Budget unit's smooth operations.

Customer Service:

- Act as a main liaison in providing information and helpful support to providers, various units throughout DFTA and oversight agencies for assigned contracts.

Analytics:

- Conduct analyses to ensure that assigned contracts are funded/encumbered appropriately and adequately for payment.
- Conduct budget/spending analyses as requested.
- Provide budgetary support (e.g. budget design, budget negotiations) for new initiatives and programming for assigned contracts.

Other:

- Make suggestions about how to improve operations by leveraging systems and technology.
- Execute special projects as assigned by the Assistant Commissioner and/or Deputy Assistant Commissioner of Budget and Fiscal Operations.

Minimum Qualifications:

A baccalaureate degree and two years experience in community work or community centered activities in an area related to the duties described above, or a high school diploma or equivalent and six years of experience, or equivalent in experience and education.

Preferred Skills:

Graduation from an accredited college with a baccalaureate degree in finance or related field or equivalent experience.

The ideal candidate should possess the following:

- Advanced skills in Microsoft Excel and MS Office.
- Ability to work independently.
- Excellent oral and written communication skills.
- Organized with strong attention to detail.
- A people person who enjoys working and helping various constituencies.
- An analytical person who can see the importance of the services behind those numbers.
- Comfortable with embracing technology to support and enhance operations.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID # 315104

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 315104

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **December 22, 2017** | Post Until: **January 5, 2018** | JVN No. **125-18-09CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER