

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Computer Systems Manager	Level: M1
Title Code No: 10050	Salary: \$53,051.00/\$57,210.00 -\$145,991.00 Frequency: ANNUAL
Office Title: Director of Grants Administration	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Administration/Office of Information Technology	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00AM to 5:00PM	Agency Tracking #: 3005 POSITION#: 297

Job Description

The NYC Department of Homeless Services seeks a motivated, dynamic Director of Grants Administration to join its innovative technology team in revolutionizing Homeless Management Information Systems. The New York City Department of Homeless Services (DHS) uses the latest technologies and enterprise wide application solutions in its groundbreaking work to prevent homelessness and improve the agency's business operations.

The ideal candidate will be experienced in a fast-paced environment, is customer-service oriented, has a wide spectrum of experience and is a problem solver with strong communication skills, able to quickly identify critical elements in complex business processes, and who is able to take initiative, work independently, and collaborate effectively with others.

The individual in this role is a key member of Office of Information Technology (OIT). This person will work closely with the leadership of the organization, and members of the team at large to effectively execute projects and initiatives on time and as requested. Particularly, the director will serve is an integral component in organizing and implementing grant and strategic administrative initiatives on behalf of the Chief Information Officer. This role requires the demonstrated ability to effectively manage timelines and deliverables, drive projects to completion, influence others across levels, manage relationships with stakeholders, demonstrate excellent communication skills, and the preparation of executive level communication content. The ideal candidate for this position will be approachable, highly agile, forward looking, and committed to every detail in a project.

Responsibilities

- Identify, create, and oversee grant and administrative processes to ensure the financial and project record-keeping side of the annual grant process.
- Work closely with OIT and DHS staff to ensure procedural compliance on all grants and associated contracts.
- Work with OIT and DHS staff to ensure an accurate, timely, efficient and transparent process for the entire grant life cycle.
- Manage the work flow and effectiveness of the grant administration process, from launch to close.
- Develop, create, and seek out new and better ways to meet and exceed high performance of grant administration functions.
- Set the tone for a professional, responsive and problem-solving oriented administration team.
- Strive to make grant administration processes as efficient and effective as possible to ensure excellent controls.
- Develop and assure the accuracy and integrity of a grants database.
- Maintain all related documentation with a high degree of accuracy and completeness.
- Oversee the development of an efficient and up-to-date process for tracking grant payments.
- Work with OIT Informatics, Reporting and Data unit to report accurate financial and related statistics on the grant administration process to internal and external constituents.
- Work with OIT Directors to provide appropriate feedback to applicants and obtain required contracting information and generating contracts.
- Work with agency Contract Officer to manage the processing and tracking of grants and grants payments.
- Communicate timeframes, milestones, and payment schedules to appropriate OIT and DHS staff.
- Coordinate necessary assessments, review or prepare meeting materials, such as progress and expense reports, and distribute meeting documents.
- Establish and maintain procedures and guidelines for grant management, compliance, and reporting.
- Provide training and technical assistance as needed.
- Participate in internal and/or external audits of department grants/contracts as needed and in accordance with city and DHS policies.
- Research available grant management systems and work in collaboration with OIT, DHS and city staff to implement new

system.

Qualification Requirements

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, database administration, or planning of data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or
4. A satisfactory combination of education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

Preferred Skills

- Ability to work effectively in a fast-paced environment while managing multiple priorities.
- Exemplary organizational and communication skills, both oral and written.
- Ability to effectively manage sensitive and confidential information.
- Pro-active planner who works independently and looks ahead to manage deliverables.
- Ability to influence stakeholders at all levels of the organization.
- Excellent project management skills, including demonstrated success in managing and coordinating with staff across multiple projects, and successful leadership of cross-functional teams.
- Thorough knowledge of office management, systems development and database management, and will have design, critical thinking, problem solving, analytic and team building skills. Familiarity with New York City business processes and experience working with NYC agencies.

Residency Requirement

New York City Residency is not required for this position.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 2/9/2016

Post Until: 2/24/2016

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