

**City of New York
Department of Information Technology and Telecommunications
Job Posting Notice**

Civil Service Title: Administrative Staff Analyst (Non-Managerial)	Level:
Title Code No: 1002D	Salary: \$54,740/\$59,032 - \$100,000
Business Title: Deputy Director of Expense and Revenue Budget	Work Location: NY, NY
Division/Work Unit: Financial Management and Administration	Number of Positions: 1
Job ID: 200499	Hours/Shift: Day - Due to the necessary support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or nights/evenings.

Job Description

(New York City Residency required within 90 days of appointment)

DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.

The successful candidate will serve as a Deputy Director of Expense and Revenue Budget reporting to the Budget Unit under the Financial Management and Administration Division. Responsibilities will include: Assist the Budget Director in managing activities relating to the Revenue Budget including ensuring that revenues are received, deposited to the correct revenue source and entered into FMS, grant funds and expenses are properly tracked and claimed for, developing projections, performing analyses, and identifying and resolving problems; effectively uses FMS and independent analyses to conduct these activities; tracking and monitoring grant related expenditures and submitting claims for reimbursement to the City on a timely manner; assist in the managing activities relating to the Expense Budget including developing financial plans, preparing Community Development reports and the Water Board analyses, ensuring that the work is completed on time, staff work is checked; maintain the Expense budget through preparation of budget modifications, and spending plans; assisting the Budget Director in supervising the staff, delegating the workload, and making sure that the staff gets necessary training in order to get the work done efficiently; and perform special projects as assigned.

Minimum Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above;

-or-
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

NOTE THAT THE SUCCESSFUL APPLICANT MUST CURRENTLY HOLD A PERMANENT ADMINISTRATIVE STAFF ANALYST TITLE -OR- MUST HAVE RECENTLY TAKEN THE ADMINISTRATIVE STAFF ANALYST CIVIL SERVICE EXAM. APPLICANTS MUST INDICATE THEIR COMPLIANCE WITH THIS REQUIREMENT IN THEIR COVER LETTERS OR RESUMES.

Preferred Skills

The successful candidate should possess the following: Excellent computer skills, proficiency in Microsoft Word, Excel, and Access; strong verbal, written and organizational skills; proven ability to perform multiple tasks and meet deadline constraints in a fast-paced environment; experience with FMS2 and FMS3.

To Apply

MUST CURRENTLY HOLD A PERMANENT ADMINISTRATIVE STAFF ANALYST TITLE

-OR-

MUST HAVE RECENTLY TAKEN THE ADMINISTRATIVE STAFF ANALYST CIVIL SERVICE EXAM

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #200499

For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #200499

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:

Department of Information Technology and Telecommunications (DoITT)

Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

Posting Date: July 29, 2015	Post Until: Filled
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The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.