

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$50,362 - \$78,177* \$57,916 - \$78,177**</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:

The NYC Department for the Aging (DFTA) provides supportive services to enhance the lives of older New Yorkers by funding 350 to 400 non-profits citywide. DFTA's Division of Fiscal and Budget Operations funds over \$300M annually through contracts with community-based partners, representing 85% of DFTA's budget. Annually, DFTA processes about 500+ budget modifications and nearly 2,500 budget allocations through non-profit contracts.

The ideal candidate for this position is a self-starter who thrives in an autonomous environment with the capacity to manage multiple priorities while maintaining a mission driven approach to assigned projects. Through effective communication and social service skills, the candidate is expected to build supportive professional relationships with community partners inside and outside the Agency.

The primary responsibilities of this position may include, but are not limited to, the following:

- Manage, monitor and maintain budgets of aging service contracts, which include modifications, operational analytics and customer service.
- Act as main liaison with contracted community partners to provide financial information, respond to inquiries and resolve budget related issues.
- Ensure contracts are adequately encumbered and funded for payment; and perform budget actions in a timely manner.
- Forecast expenditures, perform substantive financial analysis, identify trends and notable performance variances as needed.
- Create, develop and produce recurring and ad-hoc reports for oversight agencies or agency initiatives as directed.
- Perform special projects as assigned and provide assistance to other units within the division, as needed.

***Non-City rate**

****City incumbent rate**

Minimum Qualifications:

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;
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.

Preferred Skills:

- Advanced skills in Microsoft Excel and MS Office.
- Ability to work independently and minimal supervision.
- Excellent oral and written communication skills.
- Superior organizational skills with strong attention to detail.
- Excellent customer service skills with ability to problem-solve.
- Strong analytical background that can use data to produce models, summary statistics and reports.
- Comfortable with embracing technology to support and enhance operations.

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

TO APPLY

Please be sure to submit a resume & cover letter when applying.

**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 #347365**

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#347365

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

Posting Date: **July 2, 2018**

Post Until: **Filled**

JVN No. **125-19-03CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER