

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Program Officer (M-I)</u>	Salary:	<u>\$63,731 - \$81,100</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Administrative Budget Analyst</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Division of Operations & Administration/Bureau of Financial Service/Budget: Planning & Monitoring</u>		

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.

This is a grant funded position. Should the grant expire, or funding discontinue, this position may result in termination of employment.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

Duties and Responsibilities include:

OPERATIONAL:

- Create budget modifications in the City Financial Management System (FMS) for both Personnel and other budgets.
- Review and submit increases and decreases of existing contracts in FMS.
- Assist in the reconciliation of the internal operating budgets with FMS to ensure that the initial budget, modifications and chargebacks are posted correctly.
- Work directly with grant managers to review and update their budgets in FMS and prepare Grant budget modifications.
- Serves as a liaison between General Services, Procurement, Grant Managers and the Budget Unit to approve/review purchase requests.
- Prepare and submit quarterly updates to the Spending Plan for Office of Management and Budget (OMB) via FMS and other budget exercises such as the Miscellaneous Revenue and Monthly Variance reports as requested by OMB.
- Act as a liaison and in providing information to OMB and internal DFTA Program areas on budget modifications, grant applications and other budget requests.

ANALYTICS:

- Maintain, create, update, and prepare statistical reports using Excel.
- Assist in the preparation of the Annual Update.
- Review and analyze grant budgets prepared by Grant Directors.

OTHER:

- Execute special projects as assigned by Financial Services Senior Leadership.
- Participate and assist in preparing the Capital Budget for DFTA.

Minimum Qualifications:

1. Graduation from an accredited college with a baccalaureate degree and five (5) years of full-time, professional experience in social services, community relations, public administration, or management, of which at least one year must have been in the field of aging, and of which at least one and one-half years must have been in an administrative or managerial capacity; or
2. Education and experience equivalent to "1" above. However, all candidates must have one year of experience in the field of aging and one and one-half years of experience in an administrative or managerial capacity.

Preferred Skills:

- Graduation from an accredited college with a baccalaureate degree in Public Administration, Finance or related field equivalent experience.
- The ideal candidate should possess the following skills:
 - Advanced skills in Excel such as the ability to use Pivot tables, V-look-ups and to create transparent spreadsheets.
 - A self-starter with the ability to work independently and work well with others.
 - Organized with strong attention to details.
 - Knowledge of the Financial Management System FMS 2 and FMS 3 and Capital Process.
 - Ability to adapt to a changing environment, handle multiple priorities, engage in critical thinking and apply creative problem solving skills.
 - The successful candidate should be positive, energetic, flexible, collaborative, and open to enhancing existing skills as well as learning new skill.
 - Excellent oral and written communication skills.

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 #543622
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #543622
Please do not email, mail or fax your resume to DFTA directly.

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Posting Date:	Post Until: Filled	JVN No. 125-23-11CW
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