

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Community Associate</u>	Salary:	<u>\$45,000 - \$50,000</u>
Title Code:	<u>56057</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Community Associate</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Budget &amp; Fiscal Operations/Budget</u>		

**Job Description:**

- Examine the discretionary allocations for accuracy of information and for conformity with the City's guidelines for discretionary funding.
- Perform data entry pertaining to discretionary awards.
- Coordinate and track the status of discretionary allocations using an automated system and/or through Excel spreadsheets.
- Follow-up, mediate, and/or resolve various issues pertaining to discretionary allocations with community partners and/or DFTA.
- Maintain paper and/or electronic files for the discretionary unit.
- Furnish information and prepare simple statistical reports about the status of discretionary funding and allocations.
- Process assigned discretionary budgets after their approval.

**Minimum Qualifications:**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to the duties described above; or
2. Education and/or experience which is equivalent to "1" above.

**Preferred Skills:**

- Detail oriented and organized.
- Excellent interpersonal skills and a people person.
- Excel proficiency.
- Self-starter and can work independently.
- Comfortable with technology and likes to learn new things.
- Ability to perform ordinary mathematical computations.

**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 #269574

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#269574

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

Posting Date: **October 28, 2016**

Post Until: **Filled**

JVN No. **125-17-17CW**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**