

**BOARD OF CORRECTION
CITYWIDE JOB VACANCY NOTICE**

| | |
|---|---|
| Civil Service Title: Community Coordinator | Salary: \$45,615 |
| Agency Title: Office Manager | Work Location: 51 Chambers Street, Room 923, New York, New York 10007 |
| Title Code: 56058 | Hours/Shift: full-time |

JOB DESCRIPTION

Under direction from the Deputy Executive Director and Executive Director, with wide latitude for the exercise of independent judgment and initiative, the Office Manager will be responsible for the following:

- Works closely with the Deputy Executive Director on budget, personnel, purchasing and related issues.
- Prepares evaluation reports, performs analyses and reviews agency funding, and resources.
- Prepares and processes payroll, purchase orders, payments, and budgetary reports.
- Prepares year-end closing documents, and assists in response to audits and other requests for information.
- Plans and executes office move.
- Liaison with DCAS and building management regarding recycling project.
- Coordinates archiving project with students and other volunteers.
- Maintains systems for organizing office inventories, communications, mail, and invoices.
- Maintains records and prepares reports.
- Liaison between Rikers Island office and Manhattan office, to ensure supplies and equipment are available and properly inventoried.
- Such additional duties and tasks as assigned.

QUALIFICATIONS REQUIREMENTS

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; or
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 as 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

New York City residency is required within 90 days of appointment.

REQUIRED SKILLS

Excellent inter-personal and communication skills. Professional and personal maturity and confidence. Strong project management skills. Proficiency with MS Office, Excel, payroll and procurement software, and phone, copying, and faxing equipment. Knowledge of human resources. Knowledge of PMS, FMS, RMDS5, NYCAPS, CHRMS a plus.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Recruitment
NYC Board of Correction
51 Chambers Street, Rm. 923
New York, NY 10007
bocjobs@boc.nyc.gov

| | | |
|--------------------|-------------------|------------------------|
| POST DATE: 5/31/13 | POST UNTIL filled | JVN: <u>073-13-001</u> |
|--------------------|-------------------|------------------------|

Appointments are subject to Office of Management and Budget approval.
The Board of Correction is an EQUAL OPPORTUNITY EMPLOYER