

**CITY OF NEW YORK
CULTURAL AFFAIRS
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Administrative Staff Analyst Level	Level: M
TITLE CODE: 10026	SALARY: \$45,758- \$95,000
OFFICE TITLE: Director of Finance	WORK LOCATION: 31 Chambers St., 2 nd Fl., New York, NY 10007
Division/Work Unit: Finance	Number of Positions 1
Hours/Shift: FT 35 Hours per week	
JOB DESCRIPTION	
<p>The New York City Department of Cultural Affairs (DCLA) oversees City support for arts and culture, including appropriations for energy and operating expenses for 34 City-owned cultural institutions, funding for capital projects at these and other cultural organizations, and programmatic funds for over 400 not-profit cultural groups. The Director of Finance and Strategic Initiatives will oversee and manage the agency's \$100+ expense budget, while also coordinating the agency's capital budget and certain agency-wide initiatives. The position will have among other responsibilities, the following duties:</p> <ul style="list-style-type: none"> • Prepare and manage the agency's \$100+ million-expense budget • Maintain and oversee the agency's personal services and other than personal services (OTPS) budget, including all agency purchases and payments to over 400 cultural organizations • Track non-City governmental funding for the agency • Ensure compliance with all Citywide directives and financial procedures, including audit functions and the City's Office of Management and Budget (OMB) exercises (i.e. surplus needs analyses, monthly variance reports, budgetary submissions) • Coordinate with OMB and agency capital unit in managing the City's capital budget for cultural projects • Manage and develop internal procedures and reporting systems required by OMB, the Department of Finance and the City Comptroller • Advise and consult the Commissioner and agency's senior staff regarding expense and capital budget activities, and emerging financial and operational issues and forecasts • Provide input into developing necessary finance-related information systems • Develop and coordinate special agency-wide projects and agency support for certain strategic initiatives • As part of DCLA's senior staff, participate in overall agency policy and planning processes 	
QUALIFICATION REQUIREMENTS	
<ol style="list-style-type: none"> 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 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; or in management or methods analysis, operations research, organizational research or program evaluation; in personnel 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 related area. 18 months of this experience must have been in executive managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the area described above; or 2. A baccalaureate degree from an accredited college and four years of professional experience, including the 18 months of executive managerial, administrative or supervisory experience, as described in "1" above 	
Essential Skills	
<ul style="list-style-type: none"> ➤ General Knowledge of Comptroller's Directives and reporting procedures for revenue and expense budget is essential, as is familiarity with FMS. Advanced command of automated information tools, including spreadsheets. ➤ General Knowledge of City's cultural community, including City-owned institutions and not-for-profit organizations ➤ Excellent writing, organizational interpersonal and supervisory skills are also important, along with the ability to work productively under pressure both independently and as a team member. 	
To Apply: Submit resume & cover letter indicating JVN# To: Recruitment Office	
NYC Department of Cultural Affairs, 31 Chambers St. , 2nd Fl., NY, NY 10007 or Email to crecruit@culture.nyc.gov (Indicate Office Title in subject line) The City of New York & DCLA is an Equal Opportunity Employer	
DATED: 08/27/08	POST UNTIL: Filled
JVN: 126-2009-002119	