

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$45,615 - \$52,457</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>ACCO/Legal/Contract Procurement &amp; Support Services</u>		

**Job Description**

- Oversee daily activities related to vendor insurance policies. Responsibilities include tracking to ensure vendor insurance is valid, maintaining ACCESS database on insurance, collecting and filing vendor insurance certificates, and provide technical assistance to staff and vendors on acceptable insurance in accordance with the NYC contract requirements.
- Assist in the preparation and review of contract actions, including preparing the RQC1 and CT1, in the Financial Management System (FMS)
- Assist with generating vendor contract actions from the Agency's Budget System.
- Track and log contract information in ACCESS database.
- Coordinate parking permits with Department of Transportation for the Department's home delivered meals programs.
- Assist with special contract projects, as assigned by the ACCO and Unit Supervisors.

**Minimum Qualifications**

A baccalaureate degree and two years experience in community work or community centered activities in an area related to the duties described above, or a high school diploma or equivalent and six years of experience, or equivalent in experience and education.

**Preferred Skills**

Experience with insurance programs, City's Financial Management System, ACCESS database, and customer service preferred. Must have experience with Excel and Microsoft Office.

**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 #154739

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#154739

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

Posting Date: **July 11, 2014**

Post Until: **Filled**

JVN No. **125-15-02-CW**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**