

**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>\$75,000 - \$85,000</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Supervisor of Discretionary Unit</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Budget & Fiscal Operations/Discretionary Unit</u>		

Job Description:

The Supervisor of the Discretionary Unit is an analytical and leadership position in the NYC Department for the Aging's (DFTA) Budget Unit and will oversee the successful management of \$35M to \$40M in discretionary funding annually. The successful candidate will oversee the processing and compliance of over 2,000 discretionary allocations for over 350 non profits citywide providing services to older New Yorkers. These monies are crucial for over 350 to 400 non profits in their ability to deliver services for older New Yorkers. This position holds the key role in DFTA's ability to support these non profits through discretionary funding.

The successful candidate enjoys numbers and people and is able to understand how budget figures and operations impact the ability of non profits to provide services to older New Yorkers throughout New York City. Detail oriented, organized and independent, this person is someone who thrives in an autonomous and deadline oriented workplace and is able to run the operations of the discretionary unit by planning and working well with other areas of the Agency and government (e.g. Mayor's Office of Contracts, elected officials, Council Finance, Budget Unit, Vendor Payments Unit etc.).

The ideal candidate is someone who enjoys the analytical work of daily operations, and who can make suggestions and give useful advice on how DFTA can work smarter. A team player and is dependable and to get things done. Curious, adaptable, thoughtful and a problem solver, this position will interact with senior staff at the Department for the Aging and be welcomed as a partner of a mission driven Budget and Fiscal team at DFTA.

- Manage, coordinate and accurately track the processing of 2,000+ discretionary allocations to service providers. Use and leverage IT systems to support operations. Maintain an up-to-date and accurate tracking system on the status of discretionary funds from initial allocation to payment.
- Review budget submissions from non profits. Evaluate proposed services and budgets for appropriateness and compliance. Provide reports related to status of discretionary contracts/amendments.
- As the expert in discretionary funding at the Agency, provide usable counsel and support to budget staff and community partners regarding all aspects of discretionary funding from initial allocation to budget submission, to budget review and approval, to contract registration and to payment.
- Prepare and monitor budgets, amendments and revisions for assigned contracts.
- Supervise and train staff regarding discretionary funding. Ensure that there are sound practices, processes and back up operations in place during staff absences.
- Act as the main liaison and interact in a helpful manner with various areas of City Government (e.g. Mayor's Office of Contracts, City Agencies, City Council Finance and elected officials etc.) regarding discretionary funding.
- Act as a main liaison and provide support in a helpful manner with providers and various units within DFTA concerning discretionary funding.
- Coordinate and work with various constituencies to resolve issues as they emerge about discretionary funding.
- Provide useful counsel to senior staff about discretionary funding, advocacy, its operations and policy.
- Make suggestions about how to improve operations by leveraging systems and technology.
- Execute special projects as assigned by the Associate Commissioner and/or Deputy Assistant Commissioner of Budget and Fiscal Operations.

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:

- Experience working with discretionary funding, City government (e.g. budget and contracting) and non profit.
- Proficient in Microsoft Excel and MS Office.
- Comfortable with embracing technology to support and enhance operations.
- A people person. Enjoy working and helping various constituencies regarding their discretionary funding allocations.
- Ability to work independently and lead a team in meeting operational deadlines.
- Excellent oral and written communication skills.
- Excellent organizational skills with strong attention to detail.
- A natural leader, who leads by example and in the nurturing and helping others.

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 #257982

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#257982
Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **August 30, 2016**

Post Until: **Filled**

Posting No. **125-17-04 CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER