

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Administrative Staff Analyst	Level: M-III
Title Code No: 10026	Salary: \$120,000 - \$150,000 Frequency: ANNUAL
Business Title: Assistant Commissioner, Financial Management and Budget Administration	Work location: 75-20 Astoria Boulevard East Elmhurst, NY 11370
Division/Work Unit: Budget and Finance	Number of Positions: 1
Job ID: 230765	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks an experienced candidate to serve as the Assistant Commissioner, Financial Management and Budget Administration. Under the executive leadership of the Associate Commissioner, Budget Management and Planning, with latitude to exercise independent judgment and initiative, the selected candidate will oversee the units responsible for the operating and capital budgets of the Department of Correction as well as perform as needed financial and operational analyses. The Assistant Commissioner will be responsible for the following:

- Manages the annual operating, capital and revenue budgets of the Department of Correction.
- Directs the Financial Services division which encompasses vendor payments, commissary and inmate banking operations.
- Oversees analytical projects and directs staff in the design, implementation and evaluation of programs related to the operations and finances of the Department.
- Develops and implements the Department's capital strategy in conjunction with the Assistant Commissioner for Capital Policy and Development
- Analyzes and approves staffing requests and determines the overall staffing levels in each command, as well as manages the uniform and civilian tables of organization.
- Recruits, trains and actively manages staff in the various units of this portfolio;
- Communicates work priorities and provides performance feedback to the Director of each unit;
- Meets regularly with and provides sound advice to DOC senior leadership.
- Performs other duties as required and responds flexibly to new and/or changing priorities.

Minimum Qualification Requirements

1. A master's degree from an accredited university or 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, urban studies 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; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or 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 a related area. 18 months of this experience must have been in a direct analytical capacity, with managerial, administrative or supervisory roles over multiple projects related to budget, program, statistical, or trend analysis; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in 1 above, including the 18 months of experience in managerial, administrative or supervisory project roles as described in 1 above.

Preferred Skills

- Strong analytical background, knowledge of and experience with the City of New York budget process and accounting systems, such as the Financial Management System (FMS) and Crystal reporting;
- Superior team building capabilities and highly developed facilitation skills and also be able to work independently and exercise the highest degree of initiative to produce results.
- Superior ability to prioritize, demonstrate excellent judgment, use professional discretion and effectively handle multiple competing priorities
- Detail oriented and the ability to work closely with all levels of stakeholders both internal and external to the agency.
- Proficiency in Microsoft Word, Excel, PowerPoint, Adobe Illustrator and Project.
- Excellent written and communication skills

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess and search for **Job ID#**
For all other applicants: Go to www.nyc.gov/careers and search for **Job ID#**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 02/05/16

Post Until: 02/19/16

The City of New York and the Department of Correction are Equal Opportunity Employers