

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Staff Analyst (NM)	TITLE CODE NO.: 1002A-01
OFFICE TITLE: Budget Analyst	SALARY: \$56,937 to \$88,649 (Annual)
DIVISION/WORK UNIT: Financial Management	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS: 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1
JOB DESCRIPTION:	
<p>The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.</p> <p>Duties will include but not limited to the following:</p> <p>Assume responsibilities for analyzing and reviewing expense budget of Cornerstone program, all CEO portfolios (Young Adult Internship, Service Learning, and Young Adult Literacy), YMI programs (Cornerstone Mentoring, YAIP, and YALP) and Charter Schools.</p> <ul style="list-style-type: none"> • Reviewing program staff's budget proposal to help maximizing funding sources as well as to preventing from overspending. • Prepare complex spreadsheets, graphs and briefings for upper management • Preparing budget modifications • Monitoring contract spending monthly and projecting year-end expenses • Obtaining work hours data from SYEP online, calculating YAIP participant wages bi-weekly, and preparing payment requests in FMS. • Assisting the preparation of budget briefing documents for the commissioner • Maintaining budget documents and relevant correspondences • Prepare other technical analysis as requested by upper level management 	
PREFERRED SKILLS:	
<ul style="list-style-type: none"> • Preferred candidate will have a degree in finance, accounting or a related field. • Candidate should have related budget/financial experience, including a working knowledge of NYC's Financial Management System. • Proficient in Microsoft Office (Excel and Access) 	
MINIMUM QUALIFICATIONS:	
<p>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, 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 an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or</p> <p>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 executive, managerial, administrative or supervisory experience, as described in "1" above.</p>	
<p>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.</p>	
<p>To APPLY: Search for the Job ID #123649</p> <p>External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p> <p>ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p> <p>*If you do not have access to a personal computer, please visit your local public library*</p>	
POST DATE: 07/22/2013	POST UNTIL: Until Filled
JOB ID #: 123649	

