

JOB VACANCY NOTICE

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| CIVIL SERVICE TITLE: Administrative Manager: Non-Managerial | TITLE CODE NO.: 1002C-NM |
| OFFICE TITLE: Budget Support Administrator | SALARY: \$49,492-\$80,000 (Annual) |
| DIVISION/WORK UNIT: Budget Review and Risk Management | WORK LOCATION: 123 William Street, New York, New York 10038 |
| HOURS: 35 Hours Per Week (minimum) | NUMBER OF POSITIONS: 1 |

JOB DESCRIPTION:

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 (CBO) 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.

- Collaborate with management to assist in the preparation of bi-monthly budget reports utilizing DYCD's internal monitoring system.
- Manage process for reviewing and correcting erroneous budget and budget modifications, submitted by Community Based Organizations for approval.
- Assist with preparation of additional data or correspondence as may be required by management.
- Performs specialized and technical administrative and recordkeeping work with minimum supervision.
- Conducts research, compiles facts, analyzes data, develops recommendations, observations or summaries and submits written and oral reports as directed.
- Performs special projects, which may include quantitative and qualitative operational analyses.

PREFERRED SKILLS:

- **Excellent communication (written, oral) and interpersonal skills.**
- **Strong data management and analysis skills; intermediate experience with Microsoft Word / Excel/ Access desirable.**
- **Ability to exercise independent judgment, decisiveness and creativity to adopt or modify methods and standards to meet variations in assigned objectives.**

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.
NEW YORK CITY RESIDENCY IS REQUIRED
<<<NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT>>>**

To APPLY:

Search for the Job ID # 178118

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

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.

***If you do not have access to a personal computer, please visit your local library**

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| POST DATE: 12/22/2014 | POST UNTIL: 1/05/2015 | JO: 178118 |
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The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.