

JOB VACANCY NOTICE

TEMPORARY FOR ONE YEAR

CIVIL SERVICE TITLE: Contract Specialist Level 2	TITLE CODE NO.: 40561-02
OFFICE TITLE: Budget Review Specialist	SALARY: \$46,212 to 71,368 (Annual)
DIVISION/WORK UNIT: Budget Review & Risk Management	WORK LOCATION: 123 William Street, New York, New York 10038
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

****Must currently have PERMANENT status in the CONTRACT SPECIALIST title. If you have not taken and passed a scheduled Contract Specialist Exam in the past, through the Department of Citywide Administrative Services, you are NOT eligible to apply for this position. If you do have permanent status as a Contract Specialist, or have evidence of taking the exam, please include this information on your application.**

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.

The Budget Review & Risk Management Unit is searching for a Budget Review Specialist (Contract Specialist) to manage the processing and approval of budgets and budget modifications received by DYCD's Budget Review and Risk Management Unit. Under the general supervision of the Director of Budget Review and Risk Management, the Budget Review Specialist will verify and analyze, through established budgetary procedures, the accuracy of budgets and budget modifications for Community Based Organizations. Identify and resolve budgetary deficiencies and omissions in order to process the budgets and budgets modifications in the system through data entry. Liaise with program Operations in order to resolve any issues with budgets that are being reviewed.

PREFERRED SKILLS:

- Excellent written and verbal communication skills.
- Professional telephone manner.
- Works well in a team environment.
- Well organized and detailed oriented.
- Computer literate with advanced knowledge of Microsoft: Word, Excel, and Outlook.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council of Higher Education Accreditation (CHEA), and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or
2. A four year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and four years of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or
3. Education and or experience equivalent to "1" or "2" above.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

<<<NYC RESIDENCY IS REQUIRED CANDIDATES WITH LESS THAN (2) YEARS OF CITY SERVICE>>>

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

**Search for the Job ID
214299**

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 public library

POST DATE: 9/16/2015

POST UNTIL: Filled

Job ID# 214299

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.