

**DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
JOB VACANCY NOTICE**

JVN # 858-08-1957

Civil Service Title: Principal Administrative Associate 3

Title Code Number: 10124 **Salary Range:** \$42,518 - \$64,979

Office Title: Procurement & Budget Associate **Work Location:** 1 Centre Street

Division/Work Unit: NYC Media Group **Number of Positions:** 1

Hours/Shift: Day*

JOB DESCRIPTION

(New York City Residency required within 90 days of appointment)

Responsibilities will include: Serve as the coordinator for the forecasting, budgeting, and strategic planning processes; identify, evaluate and improve process flows; optimize and integrate needs for the station; coordinate the reconciliation of contracts, invoicing, and revenue reporting; coordinate the communication, delivery expectation and approval sign-off; translate business objectives into integrated communication strategies; prepare financial reports utilizing computerized systems.

*Due to the nature of the operations of a television station, business necessities may require that you work various shifts such as weekends and/or evening shifts.

PREFERRED SKILLS

The preferred candidate should possess the following: Prior experience in finance, budgeting and reporting in either the entertainment/media fields or major financial institution; Prior Experience with purchasing and contract management. Government procurement experience preferred; Practical hands-on experience of requests for proposals and bids; Proven ability to communicate effectively with a wide range of counter parties including contractors, professional service providers and legal advisors; Bachelor's degree in business with an emphasis in Accounting or Finance preferred; Strong Accounting/Financial skills with exceptional systems experience in computers, spreadsheets, and databases; Advanced Excel Skills, working knowledge of Word and PowerPoint is preferred; Strong problem solving and project management experience; Proficient in interpreting financial results and business indicators to identify and analyze trends; MBA/CPA preferred.

CIVIL SERVICE QUALIFICATION REQUIREMENTS

1. A Bachelor's Degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty. -OR-
2. An Associate's Degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described above. -OR-
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described above. -OR-
4. Education and/or experience equivalent to above. However, all candidates must possess the one year of administrative or supervisory experience as described above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 1/2 years.

TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:

Department of Information Technology and Telecommunications (DoITT)
Recruitment Office

75 Park Place – 9th Floor, New York, NY 10007

-or-

E-mail to tv@doitt.nyc.gov

POST DATE: 8/15/07

POST UNTIL: Filled

JVN: 858 / 08 / 1957

(agency code/fiscal yr./number)