



DEPT OF ENVIRONMENT PROTECTION  
Job Posting Notice

<b>Job ID:</b>	150908	<b># of Positions:</b>	1
<b>Business Title:</b>	Budget Director		
<b>Civil Service Title:</b>	ADMINISTRATIVE STAFF ANALYST (		
<b>Title Code No:</b>	1002D	<b>Level:</b>	00
<b>Job Category:</b>	Finance, Accounting, & Procurement, Policy & Analysis		
<b>Career Level:</b>	Experienced (non-manager)		
<b>Proposed Salary Range:</b>	\$ 54,740.00 - \$146,276.00 (Annual)		
<b>Work Location:</b>	250 Broadway, N.Y.		
<b>Division/Work Unit:</b>	Sandy HRO Administration		

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#### Job Description

**\*\*This is a long-term temporary grant funded position with an estimated duration of up to 18 months.\*\***

The Federal government administers the Community Development Block Grant Program (CDBG) to provide communities with resources that address a wide range of needs. These funds are designed to assist cities, counties and states recover from disasters. The mission of NYC Housing Recovery is to return Sandy-impacted residents in New York City to permanent, safe and sustainable housing.

The Budget Director will be responsible for the oversight of the Build It Back program budget totaling over \$1.4 billion. The candidate must exhibit strong presentation skills which allow the individual to convey pertinent budget information to Senior Leadership staff. The Director of Budget will be responsible for reviewing analysis prepared by staff members to help formulate projections to ascertain the current and future status of the budget. The candidate must have the ability to ascertain the correct reports to process and have the ability to analyze the data accurately in order to determine the fiscal status of the Build It Back program.

- Manage Build It Back budgets and projections
- Produce daily, weekly, and monthly reports on the current state of the budget
- Respond to queries from other city agencies that pertain to the budget
- Ensure that critical information needed for the maintenance of an accurate budget is collected.
- Monitor all expense streams
- Generate reports using FMS
- Work closely with Data analysts and other members of the Financial Services team to ensure unified reporting and collection efforts

#### Minimum Qual Requirements

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

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.

#### Preferred Skills

- Five years' experience working in fiscal services
- The ability to think analytically, communicate clearly and develop control recommendations is highly desired

- Effective written and oral communications
  - Must have excellent skills with Microsoft Excel
  - Strong consideration will be given to candidates with working knowledge of FMS
- Additional Information**

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**To Apply**

To apply click "Apply Now"

The NYCDEP is an Equal Opportunity Employer  
**Work Location**

**\*\*This position is based at 250 Broadway, New York, NY 10007 \*\***

**Residency Requirement**

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.

**POSTING DATE:** 05/16/2014

**POST UNTIL:** Until Filled