



FULL TIME POSITION: GRANT MONITOR WORKFORCE DEVELOPMENT DIVISION

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

Under a federal National Emergency Grant (NEG), the New York State Department of Labor (NYSDOL) has issued funding to New York City for Hurricane Sandy disaster assistance. These funds are being used to provide humanitarian assistance as well as clean-up and repairs for public facilities. As the fiscal agent for these funds, SBS is required to regularly monitor and report on all NEG-funded activities.

SBS is seeking a Grant Monitor responsible for the following:

- Work closely with the Workforce Development Division's System Management and System Improvement units to organize and facilitate hiring efforts for NEG funded disaster assistance.
- Oversee and manage the data entry of candidate information for all NEG positions.
- Conduct quality assurance activities on candidate information and prepare required documented for review by New York State Department of Labor (NYSDOL).
- Communicate regularly with liaisons at various City agencies to obtain information needed for employee eligibility determination
- Support onsite monitoring of humanitarian and clean-up activities funded by the grant, as needed. This may require travel throughout the City.

In executing these responsibilities, the Grant Monitor will report to the Workforce Development Division's Director of Workforce1 Operations

Preferred Skills:

- Superior ability to communicate effectively and responsively
- Strong organizational skills with exceptional attention to detail
- Experience meeting performance targets in a self-driven, results-focused environment
- Superior aptitude in Excel, Word, and PowerPoint
- Ability to analyze programs and policies based on numerical evidence
- Event planning experience (preferred)

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.



Qualification:

- Undergraduate degree from an accredited university completed or in progress

The position is expected to conclude no later than September 30, 2013.

To apply for this position, please email your resume and cover letter including the following subject line:
Grant Monitor, Workforce Development to: careers@sbs.nyc.gov

NOTE: Only those candidates under consideration will be contacted.