

**JOB VACANCY NOTICE**

**In order to qualify applicants must be appointed from a Civil Service list or already be Permanent in that Title**

<b>CIVIL SERVICE TITLE:</b> Associate Contract Specialist	<b>TITLE CODE NO.:</b> 40562
<b>OFFICE TITLE:</b> Budget Review Specialist	<b>SALARY:</b> \$58,365 to \$76,478 (\$50,752 with less than 2 years of City service)
<b>DIVISION/WORK UNIT:</b> Financial Management	<b>WORK LOCATION:</b> 156 William Street, New York, New York 10038
<b>HOURS</b> 35 Hours Per Week (minimum)	<b>NUMBER OF POSITIONS:</b> 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.

DYCD is searching for a Budget Review Specialist to work on our federal Work Force Investment Act (WIA) funded contracts. Under the general supervision of the Director of the WIA Budget Unit, the Budget Review Specialist will verify and analyze, through established budgetary procedures, the accuracy of budgets and budget modifications for Community Based Organizations (CBOs) to ensure they meet the agency’s requirements and all relevant City, State and federal guidelines. Identify and resolve budgetary deficiencies and omissions in order to process the budgets and budget modifications in the Program Budget/Monthly Financial Report (PB/MFR) system. Provide technical expertise to contractors through budget training sessions in conjunction with the release of Request For Proposals and by providing training during the developmental stages of newly funded CBOs in DYCD budget procedures. Provide technical assistance to CBOs through phone calls and training sessions. Conduct budget training sessions for DYCD Program Operations staff in order to improve the quality of budgets submitted to the WIA Budget Review Unit. Assume the role of liaison with Program Operations in order to improve the budget process and ensure contract compliance. Prepare and maintain budget tracking summary reports for review by higher administrative level managers. Utilize on a daily basis DYCD’s Program Budget/Monthly Financial Report System.

**PREFERRED SKILLS:**

- Excellent communication and interpersonal skills.
- Professional telephone manner.
- Well organized and detailed oriented.
- Proficient with computers, including experience with Microsoft Excel and Word.

**MINIMUM QUALIFICATIONS:**

1. A baccalaureate degree from an accredited college and two years of full-time satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, fiscal/financial management, or project management; or
2. A four year high school diploma, or its educational equivalent, and six years of Full-time, satisfactory professional, technical or administrative work experience in one or more of the fields cited above; or
3. Education and/or experience equivalent to “1” or “2” above. College credits obtained from an accredited college may be substituted for experience on the basis of 30 college semester credits for one year of experience as described in “1” above.

However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least two years of full-time experience as described in “1” above.

**\*\*Note:** when you submit your resume please include either your list number on the top right hand corner of your resume or state that you are currently working under that title (permanently).

**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, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Attn: Recruitment Unit  
 NYC Department of Youth and Community Development, Office of Human Resources  
 156 William Street, 3<sup>rd</sup> Floor  
 New York, New York 10038  
 Or e-mail [Opportunities@dycd.nyc.gov](mailto:Opportunities@dycd.nyc.gov)

Visit [www.nyc.gov/dycd](http://www.nyc.gov/dycd)

**(PLEASE INCLUDE THE JVN # IN THE SUBJECT LINE OF EMAIL)**

**SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW**

**\*\*Please make all inquiries regarding this position through our email: [opportunities@dycd.nyc.gov](mailto:opportunities@dycd.nyc.gov) ...Thank you!**

<b>POST DATE:</b> 2/1/2012	<b>POST UNTIL:</b> Filled	<b>JVN #:</b> 261-12-011R
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The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.