

NYC Department of
Youth & Community
Development
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Associate Contract Specialist	TITLE CODE NO.: 40562
OFFICE TITLE: Budget Review Specialist	SALARY: \$58,365 to \$76,478 (\$50,752 with less than 2 years of City service)
DIVISION/WORK UNIT: Contract Agency Finance	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week (minimum) TEMPORARY POSITION 08/01/2009-6/30/2011	NUMBER OF POSITIONS: 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). 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. Conduct budget training sessions in conjunction with the release of Request For Proposals and to train 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. Prepare and maintain budget tracking reports, utilize on a daily basis DYCD's Program Budget/Monthly Financial Report System. The work will focus on budgets attendant to contracts funded by the American Reinvestment and Recovery Act (ARRA). The position will end conterminous with the ARRA funding on June 30, 2011.

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.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.
<<<NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT>>>

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.
NEW YORK CITY RESIDENCY IS REQUIRED

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:

Karen Alexander, Assistant Commissioner
NYC Department of Youth and Community Development, Office of Human Resources
156 William Street, 3rd Floor
New York, New York 10038
Or e-mail Opportunities@dycd.nyc.gov
Visit www.nyc.gov/dycd

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

POST DATE: 04/12/10

POST UNTIL: Until Filled

JVN #: 261-10-029

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