

City of New York
DEPT OF DESIGN & CONSTRUCTION
Citywide Temporary Grant-Funded Job Posting Notice

Civil Service Title: Administrative Staff Analyst (NM)	Level: 00
Title Code No: 1002D	Salary: \$58,675/\$63,275-\$156,793
Business Title: Director of Financial Management	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Administration/Budget & Finance/Build It Back	Number of Positions: 1
Job ID: 277282	Hours/Shift: 35 Hours

Job Description

Only candidates who are permanent in the Administrative Staff Analyst title or those who are reachable on the current Open Competitive Administrative Staff Analyst list (Exam 5011), or Promotional Administrative Staff Analyst list (Exam #5517) may apply. Please include a copy of your Notice of Result card or indicate you are already permanent in the title. Failure to do so will result in your disqualification.

Under the direction of the Associate Commissioner of the Build it Back Program, the selected candidate will serve as Director of Financial Management for the federal, CDBG-DR funded Build It Back (BIB) Program. The candidate will be responsible for planning, tracking and reporting the budget and expenditures for the BIB Program in collaboration with senior management, the Housing Recovery Office (HRO) and the Office of Management and Budget (OMB). The candidate will also ensure proper tracking of CM and contractor payments. The Director will generate program cash-flow projections based on contract burn rates, staffing costs and design and construction schedules and milestones by working closely with project management staff members and Construction Management firms. The candidate will also be responsible for managing and monitoring the personal services (PS) budget for the Build It Back program to ensure adherence with funding requirements to ensure federal reimbursement. Additional responsibilities include initiating budget modifications, entering and retrieving data from IT systems, transcribing expenditures to Excel and initiating journal entries to correct accounting mischarges. As part of the oversight requirement and Mayor's directive, the director will compile monthly, quarterly and yearly budgetary/financial exercises. S/he will work with various agencies to reconcile budget and expenditure items including OMB, NYC Comptroller's office and HRO.

*** This is a grant funded temporary position not to exceed eighteen (18) months.**

Minimum Qualification 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

The preferred candidate should have an understanding of the NYC Financial Management System (FMS 2/3) and have the ability to manage multiple priorities, projects, and be proficient in Excel spreadsheets, databases and have a general understanding of NYC fiscal procedures. Experience with federally funded programs, particularly HUD funded programs, preferred. Experience administering professional services and construction contracts in the fields of design, construction, and construction management preferred. The successful candidate will also regularly attend BIB program related meetings with key stakeholders (BIB staff, HRO, OMB, CM firms) and be required to report on budget and financial matters related to the program.

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.

To Apply

For City Employees, please go to [Employee Self Service \(ESS\)](#), click on Recruiting Activities/Careers and Search for Job ID # 277282. For all other applicants, please go to www.nyc.gov/jobs, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 277282. Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.

Posting Date: 01/05/2016

Post Until: Filled

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