

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

Civil Service Title: Administrative Project Manager (NM)	Level: 00
Title Code No: 8300B	Salary: \$48,535/\$55,815-\$134,433
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: 277285	Hours/Shift: 35 Hours
Job Description	
<p>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.</p> <p>* This is a grant funded temporary position not to exceed eighteen (18) months.</p>	
Minimum Qualification Requirements	
<p>1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; or 2. A four year high school diploma or its educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; or 3. Education and/or experience equivalent to "1" or "2" above. An accredited Master's degree in one of the disciplines described in "1" above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.</p>	
Preferred Skills	
<p>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.</p>	
Residency Requirement	
<p>New York City Residency is not required for this position</p>	
To Apply	
<p>For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers and Search for Job ID # 277285. 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 # 277285. Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.</p>	
Posting Date: 01/05/2017	Post Until: Filled

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