

## MANHATTAN BOROUGH PRESIDENT'S OFFICE

<b>Office Title: Capital Projects and Budget Analyst</b>	<b>Civil Service Title: Community Coordinator</b>
<b>Division/Work Unit: Budget</b>	<b>Proposed Salary Range : \$48,895-\$50,000</b>
<b>Work Location: One Centre Street, NY, NY</b>	<b>Work Hours: 9:00 AM-5:00 PM (must be flexible)</b>

### **JOB DESCRIPTION:**

Manhattan Borough President Gale Brewer seeks a **Capital Projects & Budget Analyst** to be part of her collaborative, energetic, and innovative team. The prospective staff member must be committed to seeking out new and better ways for the office to connect with, and deliver for, Manhattan's diverse neighborhoods, communities, and constituents. The Capital Projects & Budget Analyst will work under the supervision of the Budget Director.

### **Specific Responsibilities/Duties include but are not limited to:**

- Assist in managing all aspects of the Office's capital grant program by liaising between funded organizations and relevant city agencies and oversight entities to troubleshoot, facilitate communication and advance funded projects;
- Monitor the status of funded projects, including conducting site visits, holding meetings with organizations, undergoing compliance review and the maintenance of tracking spreadsheets;
- Administer the annual grant application process including outreach, review, processing and tracking all relevant information and records;
- Analyze City budget documents and coordinate charter mandated budget response;
- Oversee the creation and implementation of workshops and special events with the goal of building capacity among the not-for-profit community to identify and seek alternative sources of funding for capital related projects;
- Communicate the goals of the office with key stakeholders as well as serve as a liaison, and foster collaborative relationships, with representatives of city agencies and community based organizations;
- Assist the Budget Director in support of the work of the unit's various grant programs;
- Generate new ideas for connecting government to communities, and enhancing visibility of the office; and
- Lead special projects as identified by the Budget Director.

### **Minimum Qualifications:**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

### **Preferred Knowledge, Skills and Abilities:**

- Three (3) years of experience with government, civic, policy/research or similar organizations;
- Possess exceptional organizational, problem-solving, communication, and interpersonal skills;
- Familiarity with the City budgeting process and the City's Financial Management System
- Work effectively in a fast-paced, deadline-driven environment with a sense of priority, high expectations and an entrepreneurial spirit;
- Work collaboratively with staff members to meet aggressive goals;
- Simultaneously manage multiple projects while maintaining a firm grasp of individual project details; and
- Build and manage strong relationships with external parties and internal leaders.

### **To Apply:**

Interested candidates should apply by doing the following steps:

- 1 Email a cover letter and resume in a word or PDF document to: [resumes@manhattanbp.nyc.gov](mailto:resumes@manhattanbp.nyc.gov) with **"Capital Projects and Budget Analyst"** in the subject line **AND**
2. Apply for position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for Job ID# 251059.

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

**Only candidates being considered will be contacted**

The City of New York is an Equal Employment Opportunity Employer