

## MANHATTAN BOROUGH PRESIDENT'S OFFICE

<b>Office Title: Director of Capital Projects &amp; Budget</b>	<b>Civil Service Title: Administrative Contracts Specialist, M2</b>
<b>Division/Work Unit: Budget</b>	<b>Salary: \$60,000-\$70,000</b>
<b>Work Hours: 35 hours per week. Must be flexible with work schedule.</b>	<b>Work Location: One Centre Street, NY, NY</b>

### JOB DESCRIPTION

Manhattan Borough President Gale Brewer seeks a **Director of Capital Projects & Budget** 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 Director of Capital Projects & Budget will work under the supervision of the Deputy Borough President.

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

- Manage all aspects of the Office's capital grant program. This includes advising organizations on the application process, liaising between applicants and relevant city agencies as well as processing and reviewing all applications for eligibility and project viability.
- Oversee the Office's various expense grant programs, including the Manhattan Community Award Program and Cultural Tourism grants.
- Manage grant application processes including outreach, processing and review of all requests.
- Coordinate all charter-mandated actions as they pertain to the budget process. This includes capital allocations, the borough budget priority report and responses to the preliminary and executive budgets.
- Monitor the status of funded projects, including conducting site visits, meeting with funding recipients and maintaining internal records of project status.
- Communicate the goals of the office with key stakeholders as well as foster collaborative relationships with representatives of City agencies and community-based organizations.
- Generate new ideas for connecting government to communities.
- Advise the Borough President on City budgetary issues.
- Manage budget staff members and any interns assigned to the budget unit.
- Other duties as assigned by the Borough President, Chief of Staff and Deputy Borough Presidents

### REQUIRED QUALIFICATIONS

#### **Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, business or public administration, contract community relations, or related fields; at least eighteen months must have been in an administrative, managerial or executive capacity, or

supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration; or

2. A four year high school diploma, or its equivalent, and six years of full-time, professional, technical or administrative work experience in one or more of the fields cited above; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel as described in "1" above; or

3. A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial or executive experience supervising professional personnel as described in "1" above.

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

- At least five (5) years of experience with government, civic, policy/research or similar organizations; (2) years of supervisory/management experience.
- Familiarity with the City budgeting process and the City's Financial Management System (FMS) and Office of Management & Budget (OMB).
- Experience managing and motivating staff and willingness to train if necessary.
- Research, effective writing, communication, interpersonal, and organizational skills
- Work collaboratively with staff members to meet aggressive goals;
- Prioritize tasks effectively to meet deadlines;
- Familiarity with the inner-workings of government and the legislative process on the city, state and federal levels, and with policy and legislative issues facing New Yorkers

#### **TO APPLY**

#### **To Apply**

Interested candidates should apply by doing the following: Emailing a cover letter and resume in a Microsoft Word or PDF format to: [resumes@manhattanbp.nyc.gov](mailto:resumes@manhattanbp.nyc.gov) with "Director of Capital Projects & Budget" in the subject line **and** applying for position on the **NYC Careers Website** at <https://a127-jobs.nyc.gov> and search for Job ID#**224650**.

**Only candidates being considered will be contacted.**

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. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

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.

The City of New York is an Equal Employment Opportunity Employer