

Civil Service Title: Principal Administrative Associate
Title Code No: 10124
Office Title: Grants and Budget Analyst

Level: I
Salary: \$34,351 - \$50,320
Work Location: Arsenal North, Manhattan
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under general supervision, with some latitude for independent initiative and judgment, perform difficult and responsible administrative functions for the Urban Park Rangers.
- Work with the Deputy Director overseeing grants to raise money from corporate, foundation, government and individual sources to support the Ranger’s programs and events.
- Prepare donor correspondence, including grant proposals, letters and reports.
- Track fundraising goals and schedules and ensure timely renewals and reports.
- Create and manage a contact database.
- Maintain account ledgers for all Ranger accounts.
- Coordinate and track all purchase requests and maintain inventory of purchases.
- Assist on the preparation of budgets.

QUALIFICATION REQUIREMENTS

1. Baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in “1” above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in “1” above; or
4. Education and/or experience equivalent to “1”, “2”, or “3” above. However, all candidates must possess the one year of administrative or supervisory experience as described in “1” above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in “1” above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

PREFERRED SKILLS/QUALIFICATIONS

1. Bachelor’s in Public Administration or Business.
2. Excellent written, analytical and communication skills. Strong attention to detail.
3. 2-3 years experience in not-for-profit or government organizations (development experience a plus).
4. Extensive proficiency in Microsoft Office suite with particular skill in Excel and Access, including queries, report design, and other analytical database functions.
5. Proven record of goal based accomplishment.
6. Valid New York State driver license.

To apply, please submit cover letter & resume with JVN # to:

Personnel – Recruitment
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Email: grow@parks.nyc.gov
Attention: JVN#: 846-07-11593

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New York City Residency Required

POST DATE: 12/08/06	POST UNTIL: 12/22/06	JVN: 846/07/11593
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NOTE: All resumes must be received no later than the last day of the posting period.