

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING**

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$50,362 - \$78,177* \$57,916 - \$78,177**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Community Coordinator</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Active Aging/Senior Employment</u>		

**Job Description:**

- Manage Peer-Place-Stars data software program and provide support with SPARQ's, NCOA-DCS programs.
- Support Director to oversee and supervise staff entering data for SOFTA and NCOA contracts timely and efficiently.
- Work with SCSEP Director to help supervise the data entry of SCSEP – Title V Program records and information systematically, neatly and accurately using specific software programs.
- Provide back-up support to staff working with SPARKQ's and NCOA data bases as needed.
- Monitor the NCOA-DCS payroll for NCOA.
- Serves as liaison between DFTA-SEU and DFTA's Planning Unit to gather data for Executive Management Report.
- Monitor regulatory activity to maintain compliance with records and document management public laws; confidentiality and safety.
- Master knowledge of the data systems of information for all programs; NCOA & SOFA.
- Generates data queries based on validation of checks or errors identified during data entry.
- Keep abreast of up to date changes and/or new regulations stipulated by the funding sources to complete data.
- Prepare Analytical Reports for Director.
- Oversees quality assurance for data and records.
- Manage, maintain and prepare all program's hard copy files for audit readiness.
- Maintain existing tracking systems in place to collect data and documents from staff to ensure full accountability of the records filing system.
- Work with staff to receive required documents.
- Report to the Unit Director regularly on data issues.
- Overall support the Senior Employment Unit – SCSEP Program.
- Work with Director, Center Manager and Supervisors to ensure all records are complete and are kept protected confidentially and secured.
- Generates written analysis and summary of data reports weekly, monthly and quarterly for the Director.
- Support all center activities, doing special projects and works closely with Director and Unit Managerial Staff.

**\*Non-City rate.**

**\*\*City incumbent rate.**

**Minimum Qualifications:**

A baccalaureate degree and two years experience in community work or community centered activities in an area related to the duties described above, or a high school diploma or equivalent and six years of experience, or equivalent in experience and education.

**Preferred Skills:**

- Knowledgeable of document management software and operating systems.
- Strong interaction with computer systems; setup functions, enter data or process information.
- Strong critical thinking ability, using logic and reasoning to identify issues, strengths and weakness of alternative solutions, conclusions or approaches to problems.
- Strong writing, communication skills and strong monitor/assessing performance to help make corrective actions as needed.
- Experience working with unemployed population.
- Professional, excellent communication skills; enthusiastic and team player.

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.**

**TO APPLY**

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>  
Click on Recruiting Activities/Careers and Search for Job ID #262042

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#262042

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: <b>September 13, 2016</b>	Post Until: <b>Filled</b>	JVN No. <b>125-17-07CW</b>
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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**