

PART TIME POSITION:

Grant Monitor (Temporary)

Workforce Development

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

Under a federal National Emergency Grant (NEG), the New York State Department of Labor (NYSDOL) has issued funding to New York City for Hurricane Sandy disaster assistance. These funds are being used to provide humanitarian assistance as well as clean-up and repairs for public facilities. As the fiscal agent for these funds, SBS is required to regularly monitor and report on all NEG-funded activities.

SBS is seeking a part-time Grant Monitor responsible for the following:

- Communicate regularly with liaisons at various City agencies to obtain information needed for reporting including:
 - Summary of activities
 - New worksites initiated
 - Number of workers hired and assigned to each worksite
 - Accrued expenditures
- Perform frequent, onsite monitoring of humanitarian and clean-up activities funded by the grant. This will require extensive travel throughout the City.
- Work closely with the Workforce Development Division's Fiscal Unit to ensure accrued expenditures match invoices
- Produce biweekly reports for the New York State Department of Labor summarizing grant activities and expenditures

In executing these responsibilities, the Grant Monitor will report to the Workforce Development Division's Executive Director for Policy and Planning.

Preferred Skills:

- Bachelor's Degree
- Superior ability to communicate effectively and responsively
- Strong organizational skills with exceptional attention to detail
- Experience meeting performance targets in a self-driven, results-focused environment
- Superior aptitude in Excel, Word, and PowerPoint
- Ability to analyze programs and policies based on numerical evidence
- Ability to travel extensively within the City
- Experience conducting program and/or fiscal monitoring (preferred)

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Qualifications:

1. There are no formal education or experience requirements for this position.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:

Grant Monitor - Workforce Development to: careers@sbs.nyc.gov

ALSO:

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job Title: Grant Monitor
- **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific Job Title: Grant Monitor

Hourly rate for this position is: **\$15 for a maximum of 20 hours per week**. **Holidays are not paid until the completion of 18 months of City employment.**

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services

Human Resources Unit

110 William Street

New York, New York 10038