

**City of New York**  
**DISTRICT ATTORNEY KINGS COUNTY**  
**Citywide Job Posting Notice**

<b>Civil Service Title:</b> Community Coordinator	<b>Level:</b> 00
<b>Title Code No:</b> 56058	<b>Salary:</b> \$80,000 (Annual)
<b>Title Classification:</b> Non-Competitive	
<b>Business Title:</b> Grants Manager	<b>Work Location:</b> 350 Jay Street, Brooklyn NY
<b>Division/Work Unit:</b> Fiscal & Budget Planning	<b>Number of Positions:</b> 1
<b>Job ID:</b> 568801	<b>Hours/Shift:</b>

**Job Description**

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Grants Manager.

The Fiscal Bureau manages the primary financial functions of the agency with the responsibility of planning and monitoring the agency's \$100 million budget, which supports a staff of more than 1,200 employees' ensuring and managing State and Federal revenues; maintaining and reconciling agency bank accounts; payment of invoices annually; and monitoring its financial health by reviewing financial statements and audits.

Under general supervision, with latitude for independent initiative and judgment, the prospective candidate will perform the following duties

- Maintenance of existing portfolio of grants and funding levels, monitoring external and internal changes which would change funding levels. Grow the agency's portfolio of grants, working to identify potential grant opportunities with key internal personnel to determine the appropriateness of fit.
- Oversight and review of pre-and post-award activities to assure budgetary appropriateness, financial reporting accuracy, and compliance of grant expenditures to applicable funder guidelines and governmental directives. Establish mechanisms for preparing, managing, and monitoring project expenditures and ensuring budgetary integrity and control.
- Management of the agency's grant application process. Establish the timeline and required elements of each proposal, ensuring that all deadlines are met and assuming final full preparation and submission of the grant manuscript.
- Implementation of standards, policies, and procedures to ensure compliance with Federal, State, and private regulations governing grants. Draft written documentation of required processes, procedures, and activities. Collaborate with external agencies and internal personnel to ensure compliance. Identify, mitigate, and resolve complex compliance-related risks and issues in a timely manner.
- Maintaining relationships with funders and staying abreast of all agency notices and updates, as well as upcoming changes in regulatory rules in connection with all post-award matters. Analyze and fully assess the impacts of changes for KCDA, including the need for written communications, updates, and changes in policies, procedures, and business processes.
- Forecasting expenditures on all grants, tracking expenditures and reconciling grant budgets and expenditures annually.

\*\* As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency. \*\*

**Minimum Qualification Requirements**

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.

**Additional Information**

Candidates must meet the additional requirements:

- A master's degree from an accredited college in economics, finance, accounting, business, or public administration and two years of satisfactory full-time professional experience in one or a combinator of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal management or;
- A bachelor's degree from an accredited college in economics, finance, accounting, business, or public administration and four years of satisfactory full-time professional experience in one or a combinator of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal management

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

**Preferred Skills**

- Able to be assertive, highly organized, detail-oriented, and have excellent interpersonal written and oral communication skills.
- Organizational, time-management, and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Familiarity with Crystal Reports and Financial Management System (FMS).

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and type "DA - Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

**Posting Date:** 1/18/2023

**Post Until:** 2/19/2023

**The City of New York/Kings County District Attorney's Office is an Equal Opportunity Employer**