

JOB POSTING
OFFICE OF SCHOOL HEALTH
OFFICE OF RELATED AND CONTRACTUAL SERVICES
Job Title: Manager for Fiscal and Operational Oversight

Salary:
\$74,879 (New Hire Rate)
\$80,749 - \$104,775

Under the direction of the Director and Deputy Director, Office of Related and Contractual Services (ORCS), with latitude for independent judgment, serves as Manager for Fiscal and Operational Oversight with day-to-day responsibility for the supervision of activities pertaining to the areas of budget and support operations.

Duties and Responsibilities

- Works closely with the Office of Budget Operations and Review to ensure appropriate and timely allocation of funds to the Office of School Health.
- Oversees and monitors the budget of the Office of School Health which includes development of an annual spending plan, allocation/movement of funds and managing of funds in various quick codes and location codes.
- Responsible for payment of all office expenditures.
- Processes and secures approval for hiring medical consultants and optometrists.
- Oversees the annual budget for the Occupational Therapy/Physical Therapy Scholarship Programs and assists staff to ensure that payment of invoices to colleges and universities are made in a timely manner.
- Manages the hiring, interviewing and personnel functions for Occupational and Physical Therapists.
- Liaisons with the Division of Human Resources for applicant processing and on-boarding of Occupational and Physical Therapists.
- Supervises support staff responsible for processing payments including contractual tuition and transportation reimbursement for field based staff.
- Provides technical assistance with regard to matters pertaining to budget and staffing.
- Manages the DOE PETS system for fingerprinting of contract agency staff and independent providers.
- Manages the Central Office Table of Organization/Galaxy system and FAMIS.
- Assists with the financial analysis relating to the provision of Assessments and Related Services by agencies under contract to the DOE.
- Prepares and writes correspondence, as necessary.

Minimum Selection Criteria

A baccalaureate degree from accredited college plus four (4) years of full-time paid progressively responsible professional experience in budget administration, personnel administration, program management or planning or a related field that must include a minimum of eighteen (18) months of managerial, administrative or supervisory experience.

OR

A satisfactory combination of education and/or experience.

The following qualification requirements are preferred for the position:

- Strong written and oral communication skills.
- Ability to analyze and reconcile budget information and initiate personnel hiring actions.

Application

Please send cover letter and resume, no later than **March 9, 2007**, to:

Ava J. Mopper
Office of School Health
Office of Related and Contractual Services
52 Chambers Street, Room 219
New York, NY 10007

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