

COMMUNITY DEVELOPMENT FISCAL MANAGER

Department: Comptroller
Classification: Competitive
Specification Number: 1580
Approved: 3/30/2022
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree, and one (1) year of experience in budgeting for a federal community development program; or,
- (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and five (5) years of budgeting and bookkeeping experience, one (1) year of which was in budgeting for a federal community development program; or,
- (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class is responsible for the fiscal administration and overseeing of the Community Development Block Grant Program. The incumbent supervises an account clerk and works closely with the Consortium's towns and villages to make certain that all fiscal responsibilities are carried out. The incumbent maintains close working relationships with other jurisdictions that are participating in the Block Grant Program. Supervision is accomplished through periodic conferences and written reports. Does related work as required.

TYPICAL WORK ACTIVITIES

- Prepares and maintains all fiscal records and sets up bookkeeping systems for the Block Grant Program;
- Assists in preparation of an annual budget, which includes funds, allocated to the participating communities as well as for administration;
- Conducts in-depth analyses of program financial operations;
- Chairs pre-construction conferences with contractors and sub-contractors, making sure that Federal Labor Standards are adhered to;
- Works with an independent certified public accounting firm that conducts a biennial review of the program.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the Davis Bacon Act and ability to use U.S. Department of Labor Area Wage Determinations; good knowledge of federal, state and County bidding procedures and requirements for Community Development projects; working knowledge of federal contract requirements for construction of Community Development projects; some knowledge of the principles, practices, methods and techniques of public finance and budgeting; ability to keep records and prepare financial and statistical reports; ability to supervise effectively; ability to maintain good working relationships; physical condition commensurate with the demands of the position.