

**City of New York
CONSUMER AFFAIRS
Job Vacancy Notice**

Civil Service Title: COMMUNITY COORDINATOR	Level: 00
Title Code No: 56058	Salary: \$45,615.00/\$52,457.00* <i>*minimum with two years of continuous city service</i>
Office Title: Special Assistant to the Commissioner	Work location: 42 Broadway, New York, N.Y.
Division/Work Unit: Commissioner's Office	Number of Positions: 1
Hours/Shift: 9:00 AM - 5:00 PM	

Job Description

As the first municipal consumer protection agency in the country, the New York City Department of Consumer Affairs (DCA) has ensured that businesses and consumers benefit from a fair and vibrant marketplace for over 40 years. Today, DCA regulates 55 industries and licenses and inspects almost 80,000 businesses throughout the five boroughs. The Department enforces the City's landmark Consumer Protection Law and related City and State laws; mediates thousands of consumer complaints; and prosecutes law-breaking businesses through our Administrative Tribunal.

DCA is committed to educating, empowering and protecting consumers; holding businesses to high standards of marketplace behavior; and achieving excellence in the delivery of innovative agency programs and services.

As a small agency with a big mission, every staff member at DCA plays a critical role in ensuring success. The Executive Office at DCA is currently seeking a resourceful, self directed, and results oriented individual to serve in the role of Special Assistant to the Commissioner. The ideal candidate will possess excellent research, writing, analytical, and critical thinking skills; proving to be a motivated and highly organized individual.

Under the supervision of the Commissioner, the Special Assistant will be responsible for:

Liaising with Departmental staff, external partners, and members of the public.

Researching and drafting written materials in an organized and time sensitive manner; including protocols, manuals, memoranda and correspondence.

Developing high quality reports and spreadsheets for a variety of projects and proposals.

Monitoring deadlines; collecting and reviewing data to ensure quality and completion.

Providing administrative support when needed.

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.

PLEASE NOTE: New York City residency is 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.

Essential Skills

Superior written, oral, and interpersonal skills

Ability to collect, organize, manipulate, and utilize data to make informed decisions- Highly organized and detail oriented with the ability to handle multiple priorities, work under pressure, and meet deadlines

Excellent analytical and critical thinking skills

Respectful and professional demeanor in diverse contexts

To Apply:

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN # TO: Jobs@dca.nyc.gov
(Must e-mail as MS Word only)

OR

Mail to: Human Resources Division
JVN # 866-12-96919
New York City Department of Consumer Affairs
42 Broadway, 8th Floor
New York, NY 10004

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 12/16/2011

Post Until: Filled

JVN: 866-12-96919

DCA and the City of New York is an equal employment opportunity employer.