

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

Civil Service Title: ADMINISTRATIVE STAFF ANALYST	Level: M4
Title Code No: 10026	Salary: \$68,238.00/\$73,588.00*-\$75,000.00 <i>*minimum with two years of continuous city service</i>
Office Title: Director of Project Management	Work location: 42 Broadway, New York, N.Y.
Division/Work Unit: Commissioner's Office	Number of Positions: 1
Hours/Shift: 35 hours (minimum)	

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.

As a small agency with a big mission, every staff member at DCA plays a critical role in ensuring success. The Office of the Chief of Staff at DCA seeks an experienced employee to serve in the role of Director of Project Management. Reporting to the Deputy Commissioner/Chief of Staff and Deputy Chief of Staff, this person will be responsible for managing a portfolio of projects spanning across all divisions, and varying in size and complexity.

The Director of Project Management will be intricately involved in creating project specifications and requirements, identifying obstacles, implementing solutions, and ensuring that projects are implemented on schedule and within budget. Projects will often involve the entire agency, and a successful candidate will be a generalist who has solid experience and understanding of financial/accounting principles, legal/regulatory frameworks, operational implementation, and IT systems. The position requires a dynamic "can do" personality and a proven track record of successfully managing multiple high-priority projects simultaneously.

Responsibilities include but are not limited to:

- Analyzing a wide range of operational, organizational, and procedural issues; providing results and recommendations to Senior level staff
- Identifying and implementing best practices and industry trends to maximize the efficiency and effectiveness of the Department's operations; identifying, improving and streamlining work processes
- Guiding strategic planning activities that align divisional goals with DCA's mission and priorities
- Analyzing existing procedures and working with divisions to develop new policies and procedures

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory 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

- Detail oriented with strong organizational skills
- Ability to manage critical timelines in a fast paced environment with tight deadlines and team sensitive projects
- Excellent analytical skills
- Excellent written, oral and interpersonal skills
- Excellent computer skills
- Must be responsible, flexible, and hardworking

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 # 866-12-97137
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: 12/27/2011

Post Until: Filled

JVN: 866-12-97137

DCA and the City of New York is an Equal Opportunity Employer.