

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

<b>Civil Service Title:</b> ADMINISTRATIVE STAFF ANALYST	<b>Level:</b> M3
<b>Title Code No:</b> 10026	<b>Salary:</b> \$60,740.00/\$65,503.00* <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Deputy Director - Enforcement	<b>Work location:</b> 42 Broadway, New York, NY
<b>Division/Work Unit:</b> Enforcement	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 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 Enforcement Division at DCA is currently seeking a resourceful, self directed, and results oriented individual to serve in the role of Deputy Director of Enforcement. Under the direction of the Assistant Commissioner of Operations, the Deputy Director will be responsible for assisting in managing, planning, and directing day-to-day enforcement activities, as well as overseeing the operation in his/her absence. Responsibilities include but are not limited to:

- Instituting enforcement initiatives and strategies, and preparing and implementing training plans
- Managing staff and resources effectively to maintain operational efficacies
- Directly supervise borough and unit directors
- Identifying administrative and operational problems and providing recommendations for efficiency and optimal results
- Prioritizing assignments and effectively implementing strategies for special projects, initiatives and goals
- Reviewing and analyzing operational procedures to ensure uniformity and consistency throughout the various units
- Assessing the needs of the division and preparing comprehensive reports to validate such needs
- Compiling and managing reports based on data provided
- Managing grant related reporting and communications
- Coordinate with internal Divisions on initiatives
- Assist senior managers with reporting, as needed
- Attend internal and external meetings. Provide meeting briefs and follow ups

**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**

- Strong analytical and problem solving skills
- Ability to manage people
- Proven leadership skills
- Dedicated and strong work ethic
- Independent thinker
- Excellent writing, communication and interpersonal skills
- Detail oriented with strong organizational skills
- Excellent follow-up skills
- Ability to multitask and meet deadlines
- Self starter with ability to work independently and in a team setting
- Proficient with MS Outlook, Word, and Excel; PowerPoint a plus

**To Apply:**

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

**OR**

Mail to: Human Resources Division  
JVN # 866-12-98077  
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:** 01/30/2012

**Post Until:** Filled

**JVN:** 866-12-98077

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