

**City of New York
BUSINESS INTEGRITY COMMISSION
Job Vacancy Notice**

Civil Service Title: Administrative Staff Analyst	Level: 01
Title Code No: 10026	Salary: \$49,492 – \$136,198
Office Title: Deputy Director of Licensing	Work location: New York, NY
Division/Work Unit: Licensing Unit	Number of Positions: 1
Job Description	
<p>Under direct supervision of the Director of Licensing, the candidate will be responsible for processing applications and addressing related administrative matters for businesses operating in the trade waste industry and public wholesale markets. Duties include, but are not limited to, supervising other licensing unit staff, answering inquiries pertaining to license/registration applications and process, reviewing applications for completeness, data entry, accepting and processing applicable fees, reconciling financial data, coordinating with other agency units, supervising and/or completing special projects, and filing.</p>	
Qualification Requirements	
<p>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. Eighteen 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</p> <p>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.</p> <p>3. NYC residency required within 3 months of appointment.</p>	
Essential Skills	
<ul style="list-style-type: none"> • Excellent oral, written, and interpersonal communication skills • Excellent organizational skills • Self-motivated a must • Attention to detail a must • Ability to multitask • Computer proficient 	
<p>To apply, please submit your cover letter and resume with the JVN NUMBER in the subject line to:</p> <p style="text-align: center;">hresources@bic.nyc.gov</p> <p style="text-align: center;">and</p> <p style="text-align: center;">City employees: https://a127-ess.nyc.gov/psp/prdcss/?cmd=login</p> <p style="text-align: center;">Non-City candidates: https://a127-jobs.nyc.gov/</p> <p style="text-align: center;">Appointments are subject to Office of Management and Budget (OMB) approval</p>	
Post Date: 03/31/14	Post Until: Filled
JVN: 831-14-083	

The City of New York and the Business Integrity Commission is an Equal Opportunity Employer.