

**City of New York  
CONSUMER AFFAIRS  
Job Vacancy Notice  
REPOST - REVISE**

<b>Civil Service Title:</b> DIRECTOR BUREAU OF WEIGHTS AND MEASURES	<b>Level:</b> M2
<b>Title Code No:</b> 33967	<b>Salary:</b> \$54,740.00/\$59,032.00*-\$85,000.00 <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Director of Enforcement	<b>Work location:</b> 42 Broadway, N.Y.
<b>Division/Work Unit:</b> Enforcement	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 9:00 AM - 5:00 PM	

**Job Description**

Under the supervision of the Assistant Commissioner of Operation, the Director will be responsible for managing the day-to-day operations of the Division of enforcement. He/she will be responsible for direct management of all senior staff of the division, managing training needs and initiatives, reporting and analysis. The director will participate in, and may lead the strategic planning, and, implementation of strategic initiatives. The director is expected to prioritize initiatives, effectively implement strategies and special projects. He/she will also be expected to manage data and compile reports, identify issues and provide recommendations to bring about needed change. The director will be charged with overseeing the division and ensuring practice and procedural consistency across the division. He/she will represent the division and agency at internal and external meetings and coordinate efforts with other agencies, community boards and members of public. The director will manage and allocate resources, and, ensure the smooth and effective operation of the division.

**Qualification Requirements**

*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**

1. Experience in managing satellite locations and personnel at multiple locations with demonstrated and effective leadership and effective leadership/ accomplishments
2. Ability to motivate, guide and develop staff in a team-oriented approach
3. Ability to analyze data and develop reports
4. Ability to develop training materials and implement training
5. Excellent oral, written and interpersonal skills
6. Ability to manage critical timelines and personnel
7. Detail oriented individual with strong organizational skills

**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 # 866-10-006049  
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.***

<b>Post Date:</b> 03/26/2010	<b>Post Until:</b> Filled	<b>JVN:</b> 866-10-006049
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**DCA and the City of New York is an equal employment opportunity employer.**