

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

<b>Civil Service Title:</b> COMMUNITY ASSOCIATE	<b>Level:</b> 00
<b>Title Code No:</b> 56057	<b>Salary:</b> \$32,321.00/\$37,169.00*-\$43,000.00 <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Spec. Asst. to the Dep. Comm.	<b>Work location:</b> 42 Broadway, N.Y.
<b>Division/Work Unit:</b> Commissioner's Office	<b>Number of Positions:</b> 1

**Hours/Shift:** 9:00 AM - 5:00PM

**Job Description**

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

Assisting the Deputy Commissioner in a wide variety of areas, including staffing internal and external meetings, documenting meetings, performing appropriate follow-up analysis and reporting, managing the timely submission of data and information.

Utilizing a hands-on approach in mapping out processes, identifying operational needs, and providing recommendations for improving day-to-day operations.

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

Successfully implementing a wide variety special projects involving both agency-wide and division specific information.

Coordinating and liaising with internal and external players on relevant matters, including project deadlines, follow-up and review, troubleshooting, and policy proposals.

Creating flowcharts and performing data analysis to gather necessary information for projects.

Managing complicated or difficult operational issues either over the telephone or in person.

Periodic reviews of productivity, compliance integrity, and operational processes.

Assists with organizing and filing.

**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**

- Prior experience in creating, analyzing, improving and documenting operational processes
- Strong operational problem-solving skills
- Ability to balance independent and high level work, respond to changing and sometimes unexpected needs, and multi-task while performing assignments proactively

- Superior oral and written communication skills
- Ability to work in a fast paced environment
- Strong computer skills including expertise in Access, Excel, Powerpoint, Word
- Knowledge of CAMIS/IBI
- Strong communication and customer service 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 # 866-10-007410  
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:** 11/05/2009

**Post Until:** Filled

**JVN:** 866-2010-007140

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