

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

Civil Service Title: COMMUNITY COORDINATOR	Level: 00
Title Code No: 56058	Salary: \$45,615.00/\$52,457.00* <i>*minimum with two years of continuous city service</i>
Office Title: Assistant Director of Licensing	Work location: 42 Broadway, N.Y.
Division/Work Unit: Licensing	Number of Positions: 1
Hours/Shift: 9:00 AM - 5:00 PM	

Job Description

Under the general direction of the First Deputy Director of Licensing, the Assistant Director will manage the day to day activities, staff and resources while adhering to pertinent deadlines. The Assistant Director will be responsible for process improvements, strategic planning and implementation of initiatives. The candidate will be expected to be a quick learner with excellent management, team building, evaluation and analytical skills.

Duties and responsibilities will include but are not limited to:

- (1) Manage and ensure the efficient operation of supervisors and staff of the Licensing Division
- (2) Ensure compliance with DCA and DOHMH laws and regulations as well as ensuring proper procedures and protocols are followed in processing and issuing licenses and permits
- (3) Analyze a wide range of operational, organizational and procedural issues and provide results and recommendations via reports, presentations, memos, spreadsheets and charts
- (4) Identify best practices and trends to maximize the efficiency and effectiveness of Licensing operations, streamline work processes and create matrix that help staff and management monitor performance
- (5) Ensure accurate and consistency quality output through regular reviews, data analysis and comprehensive reporting
- (6) Establish standard procedures for the custody and control of documents and materials for audit and accounting purposes.
- (7) Manage all reporting functions for the division
- (8) Prioritize assignments and effectively implement strategies for special projects and initiatives
- (9) Attend internal and external meetings on behalf of the director
- (10) Ensure quality customer service is provided in a professional manner
- (11) Evaluate and Train Staff on processes and protocols
- (12) Coordinate with HR and Disciplinary Advocate's Office on staffing issues
- (13) Collaborate on special projects for the division as needed.

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

Excellent written, oral and interpersonal skills.
Substantial supervisory experience and effective leadership skills.
Ability to develop and motivate staff with a team-oriented approach.
Strong organizational, analytical, and detail-oriented skills.
Demonstrated ability to work independently and ability to multi-task
Ability to quickly adapt to and effectively manage multiple and concurrent high-priority tasks.
Proficiency in Microsoft Office.

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 # 866-12-92509

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: 08/31/2011

Post Until: Filled

JVN: 866-12-92509

DCA and the City of New York is an equal employment opportunity employer.