

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

<b>Civil Service Title:</b> ADMINISTRATIVE STAFF ANALYST	<b>Level:</b> M4
<b>Title Code No:</b> 10026	<b>Salary:</b> \$68,238.00/\$73,588.00* <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Borough Compliance Director	<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**

Reporting to the Assistant Commissioner for Operations, the Borough Compliance Director will be responsible for overseeing the day-to-day operations of a Borough's initiatives/projects and duties and responsibilities will include but are not limited to:

- Managing day to day operations for a squad/borough operations;
- Researching, reviewing and analyzing data, business processes and procedures and identifying alternatives for improving efficiencies and productivity;
- Provide high-level reports to Senior Management on enforcement and staff-related issues
- Managing productivity, data/reporting, resources, and staff;
- Guiding, supporting, and motivating staff;
- Identifying issues and developing recommendations for resolution;
- Liaise and work across multiple inter and intra agency efforts/initiatives including community outreach;
- Managing vendor and community interactions for the division, through external meetings and initiatives;
- Developing training materials and guidelines and implementing trainings as needed, in coordination with senior management;
- Making recommendations to senior management for operational improvements based on results achieved and reconstructing business processes if needed, which would assist the Borough in meeting and/or exceeding its goals and expectations;
- Developing new methods to enhance and streamline processes. Re-think and re-engineer where necessary;
- Ability to envision enhancements and implement strategic initiatives;
- Managing multiple projects and special Enforcement initiatives.

**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**

- A minimum of 7 - 10 years experience in managing a multi faceted operations environment
- 5 - 7 years experience in managing, training and developing staff
- Strong analytical and problem solving skills
- 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 # 866-12-95019  
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:** 10/14/2011

**Post Until:** Filled

**JVN:** 866-12-95019

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