

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice

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| Civil Service Title: Administrative Staff Analyst | Level: M - 3 |
| Title Code No: 10026 | Salary: \$60,740.00-\$162,014.00 |
| Office Title: Special Assistant to the Deputy Commissioner | Work location: 1 Centre St., N.Y. |
| Division/Work Unit: DMSS/Executive Unit | Number of Positions: 1 |

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire an Administrative Staff Analyst M-3 in the capacity of Special Assistant to the Deputy Commissioner to work within the Division of Municipal Supply Services' (DMSS) Executive Unit. The duties and responsibilities of the prospective candidate will include the following but not be limited to:

- Serve as special assistant to the Deputy Commissioner (D/C), performing confidential and complex analytical work in support of operations
- Attend to administrative and confidential details and supervise professional and/or support staff of the Executive office
- Manage all incoming and outgoing correspondence for the D/C with particular emphasis on handling of mail
- Interview individuals and meet with groups desiring to see the D/C and respond to inquiries from the public and private sectors as appropriate
- Prepare agendas and fact sheets and secure necessary background material for the D/C's use at meetings and conferences
- Attend meetings with or on behalf of the D/C
- Establish and maintain cooperative relationships with executive personnel in City and governmental agencies and represent the D/C when designated
- Assist in developing and implementing departmental policies, procedures and implementation strategies of unusual complexity or confidentiality at the behest of the D/C
- Manage and administer difficult organizational research work in the conduct of administrative, procedural and operational studies and analyses concerning the agency's organization and operations
- Plan, coordinate and administer special programs and projects and act as the liaison between the D/C and bureau heads in this regard
- Monitor and report on key Divisional initiatives, with specific attention to successes, challenges and use of resources
- Make recommendations to obtain optimum efficiency in the utilization of staff, machines, equipment and space and other areas concerning operations
- Confer with agency staff to secure information in connection with current matters requiring the D/C's decision
- Conduct investigations and studies related to department
- Prepare complex charts, graphs, manuals, reports and other similar materials utilizing computerized systems
- Review operating and statistical reports and prepare analyses and summaries for the D/C
- May participate in agency-wide task forces
- Perform other related duties as may be requested

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.

New York City residency required within 90 days of appointment.

Essential Skills

The candidate should possess excellent research and analytical skills with strong organizational ability; outstanding oral and written communication skills; exceptional interpersonal skills and ability to interact effectively with administration leadership; advanced computer literacy and capabilities in database and spreadsheet management.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/006238. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt. If you do not have access to email, mail your Cover Letter & Resume to: Recruitment Coordinator, DCAS/Human Resources Office, 1 Centre Street, 17th Floor North, New York, N.Y. 10007 - (Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 09/09/2009

Post Until: 12/09/2009

JVN: 868-2010-006238

The City of New York is an Equal Opportunity Employer.