

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

NEW YORK CITY DEPARTMENT FOR THE AGING

## DIVISION

Contract Procurement & Support Services/ACCO Office

ADDRESS1 2 Lafayette Street - Room 400

ADDRESS2 New York, NY 10007

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## AGENCY DESCRIPTION (Max characters 3000)

The mission of the Department for the Aging (DFTA) is "to work for the empowerment, independence, dignity and quality of life of New York City's diverse older adults and for the support of their families through advocacy, education and the coordination and delivery of services."

As an agency of City government and an Area Agency on Aging under the federal Administration on Aging, DFTA receives federal, state and city funds to provide essential services for seniors. It channels these monies to community-based organizations that contract with the Department to provide needed programs locally throughout the five boroughs. Hot meals and activities at senior centers, home-delivered meals, case management, home care, transportation and legal services are among the services these programs provide. DFTA manages the contracts with these programs and ensures service quality.

DFTA also provides services directly through its Senior Employment Services Unit, Elderly Crime Victims Resource Center, Alzheimer's and Caregiver Resource Center, Foster Grandparent Program, Grandparent Resource Center, Health Insurance Information Counseling and Assistance Program, and Health Promotion Unit.

The Department's community presentations and other public outreach activities educate New Yorkers on aging issues and on City services and resources for seniors and their families. Through testimony at public hearings and legislative advocacy, DFTA serves as a major voice for the concerns of New York's seniors.

Currently DFTA is the lead agency for implementation of the 59 strategies for improving the City's livability for older persons that comprise [Age Friendly NYC](#), an initiative launched by Mayor Bloomberg, the City Council and the New York Academy of Medicine in August 2009. This blueprint to transform NYC builds on the World Health Organization's *Global Age-Friendly Cities* initiative and links New York to sister cities throughout the world working to promote the well-being of their growing older populations. The Department is proud to be in the forefront of this effort.

## UNIT DESCRIPTION (Max characters 1000)

The Department for the Aging (DFTA) endeavors to provide a vast array of comprehensive and quality services to elderly New Yorkers. The Agency Chief Contracting Officer's (ACCO) Unit is responsible for the procurement and registration of contracts funded by DFTA in order to achieve this goal by ensuring that contracts are processed in the most equitable and expeditious manner, as allowed by the Procurement Policy Board (PPB) rules.

## POSITION TITLE (Max characters 100)

Summer College Intern

**INTERNSHIP RESPONSIBILITIES (Max characters 1500 )**

Under the supervision of the ACCO, assist in the actual registration of City human services contracts by performing the following tasks:

- Download contracts in the agency’s ACCESS database and budget system.
- Data entry in Automated Procurement Tracking (APT) system which is a citywide contract tracking system.
- Handle office phone calls.
- Disencumber unspent funds from contracts.
- Organize and maintain contract files.
- Deliver contract materials to oversight agencies and within the building.
- Provide various administrative and clerical support to ACCO, as needed.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )**

Experience with Excel and Microsoft Office required. Knowledge of ACCESS database a plus.

**APPLICATION PROCESS (Max characters 700 )**

All applicants may apply by going to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#236995

Please be sure to submit a resume and cover letter when applying indicating Contract Procurement & Support Services/ACCO Internship.

Please do not email, mail or fax your resume to DFTA directly.

**SALARY RANGE**

\$12.00 Hourly

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**