

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING
JOB VACANCY NOTICE**

JVN 125-12-05-CW

Position: Director of Program Management	Salary: Commensurate with experience
Bureau: Community Services	C.S. Title: Administrative Program Officer M-2
Unit: Senior Centers	Supervisor: Karen Taylor

Job Description:

Under the direct supervision of the Deputy Assistant Commissioner for the Bureau of Community Services (BCS), with latitude for independent initiative and judgment, the Director of Program Management will:

- Perform a wide range of functions to further the programmatic goals and objectives of the Bureau. These functions include but are not limited to providing support to professional program staff, team building, supervision, project coordination, program analysis, fostering program innovation and creative problem-solving.
- Coordinate and oversee the successful planning, implementation and completion of on-going and periodic projects required in the oversight of senior centers and related programs, collaborative projects involving other units or bureaus within DFTA, and other special initiatives. Provide support to Supervisors of the four Program Teams around these projects and initiatives.
- Provide technical assistance as needed to professional staff in areas of program development, contract compliance, problem-solving, budget analysis (as it relates to program operations), task organization, and staffing issues.
- Participate as a member of the BCS management team: Contribute to bureau decision-making, recommend BCS policy, goals and procedures; represent the Bureau at meetings and functions within DFTA and in the community; and interface successfully with DFTA Executive staff, elected officials, and community partners.
- Delegate BCS complaint and inquiry correspondence, providing appropriate instructions and follow-up where needed.
- Create reports, correspondence, briefings and other written materials for Executive Staff, senior management, and BCS staff as assigned.

Minimum Qualifications:

A baccalaureate degree from an accredited college and five years of full-time, professional experience in social services, community relations, public administration or management, one year of which must have been in the field of aging, and one and one-half years must have been in an administrative or managerial capacity; or the equivalent in education and/or experience. However, all candidates must have one year of experience in the field of aging and one and one-half years of experience in an administrative or managerial capacity.

Preferred Skills:

- A master's degree in public administration, social work, psychology, urban studies, or related field.
- Minimum two years relevant, full-time experience in management/supervision.
- Experience in staff development, personnel management, team building and successful project management.
- Ability to multi-task, flexibility to respond to multiple and often urgent directives, excellent leadership skills, organizational skills and writing skills.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:

Department for the Aging (DFTA)
Jeanmarie Weber
Employment Manager, Human Resources
2 Lafayette Street, 9th Floor, New York, NY 10007
-OR-

E-mail to DFTArecruit@aging.nyc.gov (indicate JVN# in subject line)

In addition to submitting a resume Department for the Aging employees must also submit a bid form. Be sure to indicate the position for which you are applying.

Dated: April 25, 2012	Post Until: Until Filled
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EQUAL OPPORTUNITY EMPLOYER