

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Staff Analyst M-II</u>	Salary:	<u>Commensurate with experience</u>
Title Code:	<u>10026</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Director of Government Affairs</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>External Affairs/Government Affairs</u>		

Job Description

- ◆ In the absence of the Deputy Commissioner, act as the Deputy to the Bureau of External Affairs. Make key decisions on behalf of unit.
- ◆ Research, track and analyze pertinent city, state and federal legislation and its impact on the Department. Keep Commissioner informed of movement of key legislative and budgetary measures.
- ◆ Develop strategic plans for managing the agency's interaction with government agencies and elected officials at the city, state, and federal level.
- ◆ Draft yearly city, state and federal legislative agenda.
- ◆ Act as liaison to elected officials, City Hall, city, state and federal legislative affairs, other city agencies and community partners. In the absence of the Deputy Commissioner, act as the agency spokesperson in meetings with elected officials and outside entities.
- ◆ Draft Commissioner's testimony for public hearings. Prepare Commissioner for public hearings and public events.
- ◆ Draft correspondence for Commissioner and Deputy Commissioner, as well as assist with other communications (press releases, newsletters op-eds etc.)
- ◆ Manage three Borough Directors. Management of specials projects and programs.

Minimum Qualifications

A master's degree from an accredited college in public administration, economics, finance, accounting, or business, management science, operations research, organizational behavior, statistics, 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 public administration, 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 a baccalaureate degree from an accredited college and four years of professional experience in the areas described above including the 18 months of executive, managerial, administrative or supervisory experience, as described above.

Preferred Skills

- Knowledge of government affairs and legislative process at city, state and federal level.
- Excellent interpersonal, written, analytical and oral skills.
- Knowledge of aging policy and social service issues.
- Ability to synthesize and communicate complex policies and legislation to the lay person is a must.

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

TO APPLY, PLEASE SUBMIT (2) RESUMES 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)

Posting Date: **July 12, 2012**

Post Until: **July 26, 2012**

Posting No. **125-13-02 CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER