

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title: <u>Administrative Program Officer M-II</u>	Salary: <u>Commensurate with experience</u>
Title Code: <u>10084</u>	Number of Positions: <u>1</u>
Office Title: <u>Director of Program Development</u>	Work Location: <u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Planning/Program Development</u>	

**Job Description**

- Develop policy positions and documents.
- Participate as a lead in formulating and structuring new program development initiatives.
- Provide analytic back-up to policy and program development activities.
- Prepare documents to support program development activities, such as RFPs and concept papers.
- Interact with a wide range of staff at all levels within DFTA, as well as its network of partners in the provider and academic worlds, en route to preparing policies and programs.

**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**

- Master's degree with a minimum of three years of experience in related areas, or Bachelor's degree with a minimum of five years of experience in related areas.
- Excellent writing skills.
- Strong professional skills in working with a wide variety of staff and colleagues within aging services and related fields.
- Advance Excel skills preferred, or a willingness to take classes to acquire those skills.

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

**TO APPLY**

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>  
Click on Recruiting Activities/Careers and Search for Job ID #118538

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#118538

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

Posting Date: **April 1, 2013**

Post Until: **Filled**

Posting No. **125-13-15-cw**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**