

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Administrative Staff Analyst (NM)</u>	Salary:	<u>\$56,937 - \$79,000</u>
Title Code:	<u>1002A</u>	Number of Positions:	<u>1</u>
Office Title:	<u>NY Connects Project Manager Temporary position not to exceed 15 months based on grant</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Planning Division/Program Development</u>		

**Job Description**

NY Connects is an essential component of New York State's effort to rebalance the long-term care service system in order for older adults and people of all ages with disabilities to live independently and remain in the communities of their choosing. Under the direction of the Planning Division at the Department, the Project Manager will play a major role in the implementation of the NY Connects program in New York City in consultation with various units within the Department and other City agencies, the New York State Office for the Aging, and community stakeholders.

Oversees the implementation of NY Connects in New York City, including but not limited to:

- Establish and manage the Long Term Care Advisory Council.
- Develops NY Connects program protocols and policies in consultation with key stakeholders and following NY Connects standards.
- Establishes and maintains complex cooperative relationships with executive personnel in other City agencies and lead organizations.
- Coordinates and troubleshoots all interagency activities related to NY Connects.
- Supervise staff and interns.
- Develops tools, documents and reports as required.
- Participates in/advises program evaluation.

**Minimum Qualifications**

A master's degree from an accredited college in business or public administration, management science, psychology, sociology, human resources development, political science or a closely related field and two years of satisfactory full-time professional experience in management or methods analysis, operations research, organizational research or program evaluation, social services program planning/evaluation 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 the populations to be served and familiarity of long term care and support services systems.
- Excellent writing, communication, and organizational skills.
- Ability to work independently and in a collaborative manner with multiple stakeholders in and outside of the Department.

**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 # 157703

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID# 157703

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

Posting Date: <b>September 12, 2014</b>	Post Until: <b>Filled</b>	JVN No. <b>125-15-04-CW</b>
---	---------------------------	-----------------------------

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**