

**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 - \$88,649</u>
Title Code:	<u>1002A</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Administrative Staff Analyst (NM)</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Executive/Organization Development & Strategic Initiatives</u>		

Job Description

- Conducting/facilitating, coordinating, administering and evaluating classroom training based on adult learning principles. Said training will be conducted for staff of the Department for the Aging (DFTA) and staff in DFTA-contracted community agencies. The purpose of said training is to develop and/or increase the knowledge and skills these workers need to enhance the current and future effectiveness of the NYC Department for the Aging and of services for older people and their caregivers.
- Designing classroom training, including defining course learning objectives and content based on stakeholders' learning needs, researching the learning content, and developing appropriate and meaningful training methodology based on adult learning principles.
- Collaborating and coordinating with, supporting the efforts of, and overseeing and evaluating the performance of training consultants and subject matter experts.
- Designing and developing instructional booklets, manuals, training handouts and visual aids, including – but not limited to – PowerPoint presentations.
- Assessing the learning needs of training course participants; counseling and communications with training applicants where needed, and screening applications for appropriateness.
- Planning collaboratively as a member of the Organization Development team and performing other tasks as assigned by the Director of Organization Development.

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

- A master's degree in social work and/or not-for-profit management from an accredited college.
- At least two years experience in designing and conducting classroom training and organization development interventions to improve individual and/or team abilities to maximize performance.
- Excellent facilitation, communication, presentation and organizational skills necessary.
- Must be proficient in MS Word; proficiency in MS PowerPoint a plus.
- The successful candidate should be positive, non-judgmental, energetic, and able to work collaboratively with others.

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 #165543

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#165543

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

Posting Date: September 10, 2014	Post Until: Filled	JVN No. 125-15-11-CW
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER