



## NEW YORK CITY FIRE DEPARTMENT JOB VACANCY NOTICE

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| <b>CIVIL SERVICE TITLE</b><br>Assistant Commissioner, M-II               | <b>Title Code #</b><br>95039                              |
| <b>OFFICE TITLE</b><br>Assistant Commissioner for Family Assistance      | <b>SALARY</b><br>Commensurate with experience             |
| <b>BUREAU/DIVISION/UNIT</b><br>External Affairs / Family Assistance Unit | <b>LOCATION</b><br>9 MetroTech Center, Brooklyn, New York |

**JOB DESCRIPTION**

The Family Assistance Unit consists of both uniformed and civilian staff that supports FDNY families when there is a death, accident or life-threatening illness. The Assistant Commissioner for Family Assistance is responsible for managing the Family Assistance Unit (FAU), including developing and coordinating services for the FDNY constituency it serves; planning, implementing and managing communication systems for families in need, including a newsletter, website and a wide range of correspondence; supervising both civilian administrative staff and uniform members who are meeting the needs of FDNY families, as well as the needs of firehouses, EMS stations and civilian units that suffer a loss; developing and delivering training programs for FDNY members who respond to family needs; responding to inquiries and complaints from the general public; serving as Department liaison to city, state and federal agencies on all issues regarding supporting services for families; serving as a liaison to private foundations that assist family members who have suffered a line of duty loss; participating in special projects, work groups and special events on an as-needed basis.

**PREFERRED SKILLS:**

- A Master’s degree in Social Work from an accredited college and three years of satisfactory full-time professional experience, two years of which must have been in an executive, managerial, administrative or supervisory capacity.
- Excellent public speaking, writing, and organizational skills.
- Proven ability to successfully and positively interact with a wide range of individuals and organizations.
- Ability to work well under pressure in highly emotionally charged atmosphere.
- Familiarity with the private funding community.
- Strong knowledge of Microsoft Word, Access database, Internet, Excel and Groupwise.

**QUALIFICATION REQUIREMENTS:**

1. A bachelor’s degree from an accredited college and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, executive capacity or supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in "1" above.

**NOTE:** New York City residency is required within 90 days of appointment.

**TO APPLY:**

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO [WWW.NYC.GOV/JOBS](http://WWW.NYC.GOV/JOBS).

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # 215429 .

**DATED:** October 13, 2015

**\*POST UNTIL\*:** Until Filled

*“FDNY is ranked as the top place to work among gov’t agencies; and 17<sup>th</sup> overall among 500 employers among large U.S. companies, nonprofits, gov’t agencies, and U.S. divisions of multi-national.”  
-Forbes magazine, on “America’s Best Employers 2015”*

**The Fire Department is an Equal Opportunity Employer**