



NEW YORK CITY FIRE DEPARTMENT JOB VACANCY NOTICE

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| CIVIL SERVICE TITLE <p style="text-align: center;">Administrative Manager (Non-Managerial)</p> | Title Code # <p style="text-align: center;">1002C</p> |
| OFFICE TITLE <p style="text-align: center;">Project Coordinator</p> | SALARY \$53,373-Minimum salary for full-time employees who have 2 years of City service |
| BUREAU/DIVISION/UNIT <p style="text-align: center;">Health Services/WTC Health Program</p> | LOCATION 9 Metrotech, Brooklyn, NY 11201 |

JOB DESCRIPTION

The Administrative Manager, NM will support the operations of the World Trade Center Health Program and BHS, providing high quality managerial support, organization, and assistance. Ongoing tasks include, but not limited to: Coordinating the organization's long term off-site storage, retrieval, and on-site scanning of all health care related documents; daily supervision, training, and performance analysis for three employees in the document capture unit; creating weekly scanning reports for upper management; troubleshooting Oracle's Web-based document capture application when errors occur and report to Bureau of Technology and Development Systems (BTDS); working with software vendors to determine department needs and deployment of vendor applications on FDNY infrastructure; liaising with BTDS programmers for in-house application testing and quality assurance; managing and maintaining Microsoft Access inventory database of medical supplies for the WTC Health Program and BHS; creating and maintaining standard operating procedures for inventory supply chain, calculating FECA rates for WTC medical procedures using the Office of Workers' Compensation Programs fee scales and the Current Procedural Terminology medical code set for the WTC Health Program; managing the purchase, distribution, installation and support of digital signature pads required to consent the WTC Health Program Cohort; and other WTC related tasks as assigned.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or a four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2", or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2", or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 1/1 years.

PREFERRED SKILLS:

Experience in automated healthcare environment is preferred along with managing several staff member and working with multiple vendors.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. **Please note that only candidates considered for an interview will be contacted.**

TO APPLY: This position is open to applicants who took Exam # 5010 OC or 5516 Promotional or those who are already permanent in the Administrative Manager title. Please indicate in your cover letter whether you have taken any of these exams or are already permanent in the Administrative Manager title. If you do not include this information in your cover letter, you will not be considered for an interview. Applicants who took an exam will be required to produce a copy of their Order Confirmation Receipt for verification if contacted for an interview.

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO <https://a127-jobs.nyc.gov/>

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE <https://a127-ess.nyc.gov/> REFER TO JOB ID #228031.

DATED: January 22, 2016 ***POST UNTIL*:** February 4, 2016

"FDNY is ranked as the top place to work among gov't agencies; and 17th 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.