



HRA/DEPT OF SOCIAL SERVICES
Job Posting Notice

		# of Positions:
Job ID:	109302	1
Business Title:	DIRECTOR	
Civil Service Title:	ADMINISTRATIVE STAFF ANALYST (
Title Code No:	Level:	
10026	M2	
Proposed Salary Range: \$ 54,740.00 - \$146,276.00 (Annual)		
Work Location:	250 Church St., N.Y.	
Division/Work Unit:	Office Of Revenue/Admin-Mgr	

Job Description

The Investigation, Revenue, and Enforcement Administration (IREA) is recruiting a Director for their Division of Administrative and Management Services (AMS).

AMS is specifically charged with the responsibility of acquiring and retaining the best and most suitable human resources necessary for the RA to be productive, efficient, and effective.

Under the general direction of the Deputy Commissioner for IREA, the Director will:

- Plan and direct all personnel management, budgetary, fiscal, and administrative issues necessary for the delivery of services for approximately 1300 managerial, investigative, and support staff.
- Direct and oversee the units that plan and coordinate the activities and operations of a centralized personnel organization, including staff allocation, hiring, promotions, terminations, disciplinary and labor-related actions, job descriptions, classifications, and performance appraisals.
- Administer the direction of the units that handle all facilities, operations, professional development, and training for all of IREA's central and external offices.
- Oversee the direction of the Fleet unit, which catalogs, operates, and maintains all vehicles that are assigned to IREA.

- Provide technical assistance, guidance, and advice to high level administrative staff regarding the interpretation and implementation of personnel policies and procedures in order to ensure the efficient handling of sensitive and confidential issues.
- Handle all aspects of IREA's personnel budget. Coordinate all personnel and budgetary actions affecting staffing needs and program funding.

Minimum Qualifications Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; 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
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

- Demonstrated HR Leadership capabilities with consultative expertise to senior business leaders.
- High integrity; able to maintain confidentiality at all times.
- Excellent written, verbal, interpretive and interpersonal skills.
- Sense of prioritization, confidentiality, and organization are important.
- Knowledge of human performance improvement, systems management, needs assessment, instructional design, and evaluation.

To Apply:

<https://a127-jobs.nyc.gov>

Residency Requirement

New York City residency is generally 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. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING

DATE: 09/04/2012

POST

UNTIL: Until Filled

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