

City of New York
CONSUMER AFFAIRS
Job Vacancy Notice
REPOST - REVISE

Civil Service Title: ADMINISTRATIVE STAFF ANALYST	Level: M2
Title Code No: 10026	Salary: Salary commensurate with experience
Office Title: Director of Programs	Work location: 42 Broadway, N.Y.
Division/Work Unit: Office of Financial Empowerment	Number of Positions: 1

Hours/Shift: 9:00 AM - 5:00 PM

Job Description

The Department of Consumer Affairs's Office of Financial Empowerment (OFE) seeks a Director of Programs to be responsible for implementing, monitoring and improving upon OFE programs and initiatives. DCA works to ensure that consumers and businesses benefit from a fair and vibrant marketplace. The Office of Financial Empowerment has a mission to educate, empower and protect low-income New Yorkers in the financial services marketplace.

The Director will be responsible for the execution of key OFE programs and initiatives including: Earned Income Tax Credit Coalition, Tax-time programs and initiatives, the Financial Education Network, the Financial Empowerment Center initiative, savings and asset-building programs, and various programs and initiatives that help under-banked New Yorkers access affordable and safe financial services.

The Director of Programs will report directly to OFE's Executive Director but will work in close coordination with other OFE senior staff. Key areas of responsibility will include:

Supervise, direct and manage program staff responsible for key programs and initiatives identified above.

Lead cross-team strategies such as: a targeted employer strategy, and a city agency/vendor initiative with the goal of integrating financial education and access to quality financial services throughout multiple populations.

Implement programs and initiatives that further the Office's mission in coordination with the Executive Director, other OFE senior staff.

Develop and maintain strategic partnerships with multiple external partners from the non-profit sector, faith-based community, private industry, and other agencies.

Supervise and coordinate with key DCA stakeholder colleagues, and with external partners.

Engage in strategic planning with the Executive Director and other OFE senior staff.

Coordinate with the Deputy for Research and Policy for bringing tested and effective pilot programs to scale.

Coordinate with the Deputy for Communications on strategic outreach at both the citywide and grassroots level to further OFE's public education campaigns.

The candidate must be a self-starter with strong organizational skills and comfortable managing multiple projects simultaneously. S/he must have experience coordinating programs or projects and a demonstrated ability to work with multiple stakeholders to accomplish a common goal. The ideal candidate has experience overseeing the operations of a small business or organization. S/he must be articulate and able to communicate well to both internal and external audiences.

Qualification 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.

PLEASE 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.

Essential Skills

- Dynamic, committed individual with excellent interpersonal skills and a passion for helping low-income consumers build greater self-sufficiency.
- Experience in bringing innovative programs to scale
- Strong management/operations background
- Excellent verbal and written communication skills.

- Ability to represent OFE well in multiple settings and contexts.
- Problem solver.
- Excellent organization skills.
- Ability to work quickly, sometimes under short deadlines, in a team environment.
- Bilingual English/Spanish a plus.

To Apply:

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN # TO: Jobs@dca.nyc.gov
(Must e-mail as MS Word only)

OR

Mail to: Human Resources Division
JVN # 866-10-004703
New York City Department of Consumer Affairs
42 Broadway, 8th Floor
New York, NY 10004

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 11/04/2009

Post Until: Filled

JVN: 866-10-004703

The City of New York is an Equal Opportunity Employer.