

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Manager (M-I)</u>	Salary:	<u>\$120,000 - \$140,000</u>
Title Code:	<u>10025</u>	Number of Positions:	<u>1</u>
Office Title	<u>Executive Assistant to the Commissioner</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Office of the Commissioner</u>		

Additional Information:

In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Administrative Manager or have taken the most recent Administrative Manager civil service exam and be reachable for appointment from the resulting list.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

NYC Aging seeks a dynamic, motivated, and detail-oriented individual to serve as the Executive Assistant to the Commissioner. The selected candidate will serve as a trusted, confidential assistant who provides support to the Commissioner with her day-to-day activities. The selected candidate will plan, implement and coordinate initiatives, set and drive progress towards goals and milestones. The Executive Assistant to the Commissioner will also function as an integral agency team member who participates in agency and citywide initiatives, collaborate with executive agency staff and senior leaders. Duties and responsibilities will include but not be limited to the following:

- Coordinate and schedule appointments and meetings.
- Assist with making travel arrangements and managing the Commissioner's calendar.
- Participate in internal and external stakeholder meetings as needed.
- Track and/or respond to constituent issues.
- Manage planning processes and critical projects involving various stakeholder groups.
- Prepare executive materials such as briefings, proposals, reports, agendas and presentations.
- Support compilation, review and approval of deliverables and edit administrative documents as needed.
- Gather and prepare data for presentation by the Commissioner at hearings before City, State and Federal oversight agencies and legislative bodies.
- Coordinate the efforts of various operational units involved in special projects; serve as a liaison between the Commissioner's Office and other NYC Aging bureaus.
- Lead special and confidential projects as required by the Commissioner and/or agency Executive Cabinet.
- Perform other related duties as required.

Minimum Qualifications:

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
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 3½ years.

Preferred Skills:

- Proven Self-starter; possess excellent organizational skills.
- Strong verbal and written communication skills.
- A high level of proficiency in office and project management, and daily operations.
- Display traits of a resourceful, meticulous, and dependable individual.

- Strong attention to detail and ability to manage multiple priorities.
- Ability to handle sensitive and confidential information with discretion and sound judgment.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.
 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 #777417
 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #777417
 Please do not email, mail or fax your resume to NYC Aging directly.

55-a Program:

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Posting Date: April 13, 2026	Post Until: Filled	JVN No. 125-26-25 CW
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