

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Program Officer I</u>	Salary:	<u>\$66,059* - (Non-City minimum) \$75,968** - (City minimum)</u>
Title Code:	<u>51454</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Program Officer</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Bureau of Social Services/Caregiver Support</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 Program Officer or have taken the most recent Program Officer 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 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.

The Caregiver support unit oversees the caregiver support services and social adult day service programs. The unit's role is to provide technical assistance, contract oversight, educate and raise awareness on caregiver related issues. Ensure all contracted providers meet their contracted deliverables and offer quality service to caregivers and older adults to ensure they can continue to live safely at home.

Under the supervision of the Caregiver Support Unit Director but with latitude for independent judgment and initiative, the Program Officer will oversee contracts for the Caregiver programs. Essential to this role is the ability to partner with community programs and support their efforts in delivering quality services to older adults and their caregivers. In addition, good communication skills, attention to detail and enthusiasm to work with older adults and the programs they oversee are crucial.

Responsibilities and duties of the Program Officer include:

- Review and approve program budgets, budget modifications and invoices in accordance with Department for the Aging's established policies, procedures, budgetary constraints and social service priorities.
- Support quality programming by ensuring adherence to program standards.
- Conduct annual program assessments through site visits and record reviews.
- Share assessment findings with programs and follow up to ensure compliance.
- Identify areas of program strength and weakness and recommend improvements.
- Communicate and reinforce relevant agency policies with program staff.
- Provide technical assistance to contractors and community groups. Enhances and develops ongoing technical assistance material for program distribution and training.
- Liaise with community groups, public and private agencies, and officials to improve coordination of services and community involvement in planning.
- Gather and analyze data for preparation of plans, reports, continuous quality indicators and/or proposals in conjunction with staff from other Department bureaus and units.
- Coordinate program meetings to respond to program needs, inquiries and other program activities that will support the success of the program's implementation of services.
- Plan new and additional resources and performs activities relating to their implementation, make improvements to program assessment tools, provide input on Request for Proposals and serve as a reader in the process.
- Participate in special projects and agency initiatives including program expansions and pilots.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

- 1. A baccalaureate degree from an accredited college or university and three years of full-time satisfactory professional experience in social services, community relations, public administration or management, contract management, or social research and/or planning, or
- 2. Education and/or experience that is equivalent to "1" above. Experience as described in "1" above may be substituted for education on a year-for year basis. However, all candidates must: (a) have one year of experience as described in "1" above and (b) possess a four-year high school diploma or its educational equivalent.

Preferred Skills:

- Ability to manage multiple complex projects to completion, preferably within a government or community-based service environment preferred.
- Excellent organizational, problem-solving skills.
- Ability to take initiative and work effectively in fast-paced and team-oriented settings.
- Strong ability to work both independently and collaboratively across diverse teams.
- Proficiency in Microsoft Excel, Word, and general comfort with technology and digital tools.
- Bilingual (Spanish, Chinese) preferred.
- Master’s degree or higher in a social services–related field a plus.

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

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.

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 #761864

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #761861

Please do not email, mail or fax your resume to NYC Aging directly.

Posting Date: June 25, 2026	Post Until: Filled	JVN No. 125-26-37 CW
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