

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Program Officer (M-IV)</u>	Salary:	<u>\$160,037 - \$175,000 Annually</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Assistant Commissioner, Older Adult Centers</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Office of Chief Program Officer/Program Performance & Accountability</u>		

Additional Information:

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:

The NYC Department for the Aging (NYC Aging) promotes and supports inclusive, safe, affordable, healthy aging. NYC Aging remains steadfast in its role and responsibility to preserve the dignity and quality of life for approximately 1.8 million diverse older New Yorkers by eliminating food insecurity, providing access to affordable, stable housing, enhancing access to quality healthcare services and protecting older New Yorkers from harm and abuse with the ultimate goal of a more age-friendly city in which older adults can age gracefully with respect.

The Division of Program operates a range of programs and services to ensure that older adults age safely in the communities they call home. These include Older Adult Centers, home-delivered meals and elder justice programs to case management, home care, eviction prevention, workforce development and mental health counseling. Reporting to the Chief Program Officer, the Assistant Commissioner – Older Adult Centers, will oversee the daily operations of the city's over three hundred community-based centers. They will strengthen internal and external oversight and accountability; demonstrate program effectiveness and impact; collaboratively evolve program offerings to meet emerging needs; and establish partnerships that increase service delivery to older adults. Specifically, they will

- Recruit, onboard, supervise, coach and mentor staff, interns and volunteers to successfully achieve expected performance levels and standards.
- Manage program officers and supervisors who both oversee contracts and provide direct technical assistance to nonprofits that operate community-based programs.
- Ensure fidelity of site visits; rigor in documentation; escalation and resolution of issues; and efficient and thorough programmatic review of data, records, contract budgets and invoices.
- Streamline and standardize oversight practices through ongoing updates to standards, policies, procedures, and monitoring tools/systems used by program officers and human services organizations.
- Launch, lead and/or manage projects to address service gaps and emerging performance issues.
- Use performance data, stakeholder feedback, and research to plan and guide program (re)design.
- Build effective partnerships with internal NYC Aging teams responsible for quality and operations.
- Support emergency response initiatives to keep older adults safe, including during cooling and warming seasons.
- Lead and/or participate in special initiatives that advance the agency's mission.

Minimum Qualifications: 1. Graduation from an accredited college with a baccalaureate degree and ten (10) years of full-time, professional experience in social services, community relations, public administration or management, of which at least one and one-half years must have been in an administrative or managerial capacity; or 2. Education and experience equivalent to "1" above. However, all candidates must have one and one-half years of experience in an administrative or managerial capacity.		
Preferred Skills: • Extensive track record of managing and leading high-performing teams and fostering a culture of effectiveness and accountability. • Strong analytical, compliance, process improvement and project management skills required. • Exemplary written and verbal communication skills and ability to succinctly engage executive teams and facilitate decisions. • Demonstrated ability to effectively execute multiple, high-priority projects. • Experience with human services contracts, local, state and federal requirements and organizational development.		
NOTE: NEW YORK CITY RESIDENCY IS REQUIRED FOR THIS POSITION		
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.		
<u>TO APPLY</u> 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 # 785994 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #785994		
Posting Date:	September 17, 2026	Post Until: Filled JVN No. 125-27-16 CW