

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

CITYWIDE VACANCY NOTICE

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| Civil Service Title: | <u>Administrative Program Officer (M-VII)</u> | Salary: | <u>\$180,000 – \$222,000</u> |
| Title Code: | <u>10084</u> | Number of Positions: | <u>1</u> |
| Office Title: | <u>Deputy Commissioner, Programs</u> | Work Location: | <u>2 Lafayette Street, NYC</u> |
| Division/Work Unit: | <u>Division of Programs</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:

New York City is home to approximately 1.7 million older adults, and the Department for the Aging (NYC Aging) is committed to helping them age in their homes and communities. The mission of NYC Aging is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. The NYC Aging also works to support caregivers through service, advocacy, and education.

Deputy Commissioner for Programs who will oversee the daily operation and administration of the following Bureaus: Community Services, Social Services, Direct Services, Elder Justice, and ensure the maximum effectiveness of functions and consistency of policy.

This is a unique strategic opportunity to serve as a member of an Executive Cabinet committed to and executing transformative change in service delivery to older adults. The responsibilities of the Deputy Commissioner, Programs include but are not limited to:

- Serve as the primary point of contact for management of NYC Aging Programs, the lead strategic director, and oversee two Associate Commissioners. Work with the Commissioner, First Deputy Commissioner, Bureau of Financial Services, Bureau of Planning, Research, Evaluation and Training and the Division of Operations and Administration and key program staff, to stand up and administer vibrant robust programming for NYC Older Adults.
- Serve as advisor to the Commissioner concerning matters related to agency goals, initiatives, operations, administration, and Bureau program issues. Advise and direct Associate Commissioner (Assistant Commissioners and Senior Directors) on operating and policy issues and will facilitate communication between the Executive Office and senior level staff in relation to the daily operations of the Bureaus in Program Operations.
- Work closely with Associate Commissioner for Interagency Collaboration and Innovation and Assistant Commissioner for External Affairs to ensure that strategy and operations align with agency mission.
- Create and implement a communication (bulletins, regular cadence of meetings) with network Executive Directors.
- Develop and execute ongoing planning and program operations meetings with the provider network
- Attend meetings with and on behalf of the Commissioner at public and private events. Collaborate with the Mayor's Office on projects and proposals and serve as liaison to the Mayor's Office and other City agencies as needed.
- Oversee efforts to improve the quality of programs and increase participation by older adults.
- Develop and coordinate overall planning and design of all program initiatives.
- Coordinate with Office of Human Resources to identify and implement any tools, techniques and training that will guide professional development of program staff.
- Coordinate with the Office of Provider Training and Capacity Building to provide training to provider network staff.
- Collaborate with community stakeholders and agency staff around program initiatives.
- Ensure data collections and reporting to oversight committees and ensure adherence to best practices and required city, state and federal oversight.

Minimum Qualifications:

1. Graduation from an accredited college with a baccalaureate degree and five (5) years of full-time, professional experience in social services, community relations, public administration or management, of which at least one year must have been in the field of aging, and 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 year of experience in the field of aging and one and one-half years of experience in an administrative or managerial capacity.

Preferred Skills:

- At least seven years of demonstrated leadership, skills and management experience in Human Services, with at least two years in older adult services.
- A solid and accomplished Change Agent.
- Project management experience, organizational skills and excellent oral and written communication skills.
- Ability to provide leadership in managing a diverse workforce.

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 # 517001

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 517001

Please do not email, mail or fax your resume to DFTA 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: **March 10, 2023**

Post Until: **March 24, 2023**

Posting No. **125-23-00CW**