

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

CITYWIDE VACANCY NOTICE

Civil Service Title: <u>Principal Administrative Associate III</u>	Salary: <u>\$66,062* - (Non- City minimum)</u> <u>\$75,971** - (City maximum)</u>
Title Code: <u>10124</u>	Number of Positions: <u>1</u>
Office Title: <u>Records & Operations Analyst</u>	Work Location: <u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Division of Operations & Administration/ Office of General & Administrative Service</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 Principal Administrative Associate or have taken the most recent Principal Administrative Associate 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.

The Office of General and Administrative Services (OGAS) provides essential resources and services that support the daily operations of all units within the Department for the Aging. The department is made of staff with wide array of general and administrative skills and talents to support the dynamic combustion of the agency as we are at the forefront in combating ageism locally, nationally and internationally. The department provides support and services by managing Record Retention, Copy Center, Mail-room, Office Supply Center, Accounts Receivable and Facilities Management in addition to supporting all external engagement with providers and the communities we serve.

The Office of General and Administrative Services seeks an individual to continually ensure that our internal process aligns with the protocol and policies set forth, keeping the agency in alignment with Agency, City, State and Federal archiving guidelines. The OGAS team seeks a highly motivated, organized, and detail-oriented individual with excellent knowledge of DORIS, NYC Record Retention program and general knowledge with a service-oriented personality.

- Perform collaborative duties to include administrative and general hands-on tasks to support internal and external initiatives
- Versatile presenter who can be concise while providing training and technical assistance on Record Retention procedures agency-wide by staying abreast of City, State and Federal guideline and policy
- Maintain standard operating procedures for the unit as well as develop an agencywide annual training for Records liaisons
- Ensure the unit's electronic platform is maintained, organized and relevant to business needs
- Perform abstract analysis on routine business practices with a focus on efficient improvement in logistics and basic operational desires
- Provide high level customer service for internal and external stakeholders in person and by utilizing the service request portal
- Using benchmarks to improve grant proposals
- Strong communicator with excellent writing skills, capable of delivering clear and concise training and documentation
- Strategic thinker who can assess operational challenges and implement effective solutions
- Highly organized and detail-oriented, able to manage multiple projects and deadlines
- Adaptive and resourceful in resolving issues and ensuring process alignment with NYC Aging objectives

***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 and two years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a state's department of education or a recognized accrediting organization and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 years.

Preferred Skills:

- Proficiency with Microsoft Office a plus. (MS Word and MS Excel, MS PowerPoint is a must).
- Experience with marketing and designing software (Illustrator, Adobe Photoshop, MS Visio etc.).
- Excellent communication skills oral, written and ability to provide professional presentations.
- Self-starter and detailed oriented individual with excellent planning and execution foresight preferred.
- Conscientious interpersonal, and customer skills preferred.
- Working knowledge of ARCHIBUS, Fleet Focus, City Surplus, DORIS (Record Retention), Service Now, FMS3, Passport, HHS and Konica Minolta machines.
- General knowledge of New York City Rules and Regulation.
- Working knowledge of project management tools e.g. Gantt Charts a plus.
- Ability to maintain customer focus while seeking technological advancement to foster efficient, effective delivery of service to internal and external partners.
- NYS Driver's License 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 #707537

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #707537

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

Posting Date: **April 24, 2025**

Post Until: **Filled**

JVN No. **125-25-35 CW**