

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

CITYWIDE VACANCY NOTICE

Civil Service Title: <u>Special Assistant to the Commissioner</u>	Salary: <u>\$68,512* - (City minimum) \$83,047** - (City maximum)</u>
Title Code: <u>95003</u>	Number of Positions: <u>1</u>
Office Title: <u>Assistant to the Commissioner</u>	Work Location: <u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Office of the Commissioner</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:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.775 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 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 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. The selected candidate will report directly to the Commissioner and work closely with NYC Aging's Diversity, Equity & Inclusion Officer, who serves in the Office of the Commissioner. Duties will include but not be limited to the following:

- Coordinate and schedule appointments and meetings.
- Assist with making travel arrangements; and manage the commissioner's calendar.
- Participate in stakeholder meetings as needed.
- Track and/or respond to constituent and stakeholder issues.
- Manage planning processes and critical projects involving various stakeholder groups.
- Prepare executive materials such as briefs, proposals, reports, agendas and presentations.
- Support compilation, review and approval of deliverables and edit administrative documents.
- Gather and prepare data for presentation by the Commissioner at hearings before City, State and Federal oversight agencies and legislative bodies.
- Assist the Commissioner in the planning and implementation of new policies, procedures and programs designed to deal with unusual circumstances.
- Coordinate the efforts of the various operational units involved in special projects; act as the liaison between the Commissioner and bureau, division or office heads in this regard.
- Lead special and confidential projects as required by the Commissioner or Agency Executive Cabinet.
- Undertake special projects at the request of the Commissioner.
- Establish and maintain cooperative relationships with agency personnel.
- May participate in agency-wide task forces as needed.

***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 four years of full-time, professional experience in social services, community relations, public administration or management, of which at least two years must have been in the field of aging; or
2. Education and/or experience equivalent to '1' above.

Preferred Skills:

- Possesses 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, dependable individual.
- Proven Self-starter.

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 #618180

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #618180

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

Posting Date: December 14, 2023	Post Until: Filled	JVN No. 125-24-35 CW
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