

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Director of Administration M-IV</u>	Salary:	<u>\$155,000 - \$175,000</u>
Title Code:	<u>95016</u>	Number of Positions:	<u>1</u>
Office Title	<u>Chief Compliance Officer</u>	Work Location:	<u>2 Lafayette Street, NYC</u>

Division/Work Unit: Bureau of Financial Services/Office of Compliance & Risk Management

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 1.8 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 Division of Operations & Administration is responsible for maintaining efficiency and effectiveness throughout the agency to ensure that all programs have the resources, tools and support they need to succeed. The Bureau of Financial Services (BFS) is responsible for administering the agency’s operating and capital budget. BFS oversees the Budget, Payment Services, Claiming and Revenue Accounting and Audit Functions; ensures that funds are available for the procurement of goods and services, invoices are paid in a timely manner, and that all funds are spent on allowable services, with reasonable and auditable costs that reflect the agency's mission; and reviews audited financial statements from providers and investigates areas of concern.

NYC Aging seeks a highly motivated Senior manager with broad-based experience in compliance, internal and external audit, financial reporting and programmatic fiscal processes to serve as Chief Compliance Officer. The selected candidate for this position will use an independent, structured and disciplined approach to adhere to reporting requirements that include Criteria, Condition, Cause, Consequence and Correction. Reporting to the Chief Financial Officer, with additional accountability to the First Deputy Commissioner on investigative matters related to fiscal oversight or of agency-wide significance, the Chief Compliance Officer duties and responsibilities will include but not be limited to:

- Serve as lead intermediary between NYC Aging and overseeing bodies, including local, state and federal regulating agencies and government authorities, as it pertains to Audit and Risk Management.
- Coordinate NYC Aging leadership to formally respond to audits and monitor, mitigate and resolve risks and operation issues.
- Function as the critical point of information sharing among leadership, supervisors and front-line staff to ensure compliance with protocol and continuous improvement.
- Spearhead periodic internal fiscal, program, operations audits with a goal of continuous quality improvement.
- Create and revise organizational policies and procedures to comply with applicable laws and regulations; appropriately disseminate this information to staff as needed.
- Research, evaluate and determine compliance software to support this work.
- Ensure that NYC Aging complies with legal and ethical guidelines, research institutional practices, and create internal and external reports based on findings.
- Identify activities and practices that risk violating regulations and industry standards; work alongside leadership, managers and staff to mitigate these risks.

Keep leadership and staff informed about rules and regulations by coordinating workshops, classes, and training; serve as lead resource for information about compliance.

Minimum Qualifications:

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time experience directing a large organizational segment or directing and controlling several small organizational segments, or performing a combination of these duties, of which at least 18 months shall have been in an administrative, managerial or executive capacity, or in supervision of professional personnel working in any of the above-mentioned areas; or
2. Education and/or experience equivalent to "1" above. However, all candidates must possess the 18 months of administrative, managerial, executive, or supervisory experience as described in "1" above.

Preferred Skills:

- 10+ years senior leadership experience.
- Technical knowledge of Compliance Management Software, with capacity to monitor and document compliance activities based on multiple regulations and standards.
- Current knowledge of laws and regulations that apply to NYC Aging practices.
- Data analysis and savvy to use applicable data analysis tools and interpret findings.
- Communication skills and ability to translate and report legal, regulatory and policy jargon and industry-specific language.
- Critical thinking and problem-solving skills.
- Leadership and a direct and assertive model for compliance.
- A work ethic that takes ownership, models, and respects colleagues in completing duties in an aggressive/soft-sell, get-it-done fashion that avoids compliance issues.

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 #642137

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #642137

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

Posting Date:	July 2, 2024	Post Until:	Filled	JVN No.	125-25-02 CW
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