

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Program Officer I</u>	Salary:	<u>\$66,059* - (Non-City minimum)</u> <u>\$75,968** - (City minimum)</u>
Title Code:	<u>51454</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Program Officer</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Community Services/ Older Adult Centers</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 1.8 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 Bureau of Community Services (BCS) oversees contracted services with community partners, including older adult centers, providers serving home-delivered meals in various catchment areas, Naturally Occurring Retirement Communities (NORCs) and Transportation services. The bureau also oversees the Nutrition unit that closely monitors older adult centers and home-delivered meals. The Aging Wellness unit that coordinates programs offered at older adult centers and NORCs. NYC Aging seeks a dynamic, motivated and detail-oriented individual to serve as a Program Officer to work in the Bureau of Community Services, Older Adult Centers Division.

NYC Aging seeks a dynamic, motivated and detail-oriented individual to serve as a Program Officer to work in the Bureau of Community Services, Older Adult Centers Division. Responsibilities include but are not limited to the following:

- Oversee assigned caseload of older adult programs and other community-based services; function as the primary point of contact and communication between the programs and the Department; stays current on programs' status and progress toward achievement of program goals and contractual obligations.
- Provide written and verbal information on community-based programs as needed by the Bureau using required computer tools and reporting methods.
- Monitor and conduct comprehensive on-site assessments to assure programs' compliance with the Department for the Aging Standards and contract requirements. Analyzes current and prior contractual performance of service providers and contracted services using standard assessment tools.
- Interpret agency policy and provides comprehensive technical assistance as needed to assigned aging services providers, often on site, to maximize program goals and ensure compliance with NYC Aging standards.
- Identify areas of program strength and weakness, recommends improvements, and evaluates quality of program services and prepare written reports on findings and recommendations.
- Analyze program contracts and budgets; inform, collaborate and serve as a liaison with other NYC Aging Units regarding programmatic issues. Assist in the review of contracts, amendments, agreements and renewals in accordance with Bureau timeframes.
- Participate in the reading and evaluation of the Agency's Request for Proposals (RFP).
- Participate in special projects and new initiatives as assigned.

**\*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)**

<b>Minimum Qualifications:</b> 1. A baccalaureate degree from an accredited college or university and three years of full-time satisfactory professional experience in social services, community relations, public administration or management, contract management, or social research and/or planning, of which at least one year must have been in the field of aging; or 2. Education and/or experience that is equivalent to "1" above. Experience as described in "1" above may be substituted for education on a year-for year basis. However, all candidates must: (a) have one year of experience as described in "1" in the field of aging; and (b) possess a four-year high school diploma or its educational equivalent. <b>Requirements for Assignment Level II</b> For Assignment Level II, in addition to meeting the qualification requirements above, one additional year of the experience described in "1" above is required.		
<b>Preferred Skills:</b> <ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office Suite; Excel, Word preferred.</li> <li>• Candidates must be willing to travel extensively within the five boroughs of New York City.</li> <li>• Bi-lingual (Spanish, Chinese) is a plus.</li> </ul>		
<b>NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.</b>		
<b>55-a Program:</b> 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.		
<p style="text-align: center;"><b><u>TO APPLY</u></b></p> <p style="text-align: center;">Please be sure to submit a resume &amp; cover letter when applying.</p> <p style="text-align: center;">All current City Employees may apply by going to Employee Self Service (ESS) <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a>          Click on Recruiting Activities/Careers and Search for Job ID #721724</p> <p style="text-align: center;">All other applicants, please go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID #721724</p> <p style="text-align: center;">Please do not email, mail or fax your resume to NYC Aging directly.</p>		
Posting Date: <b>November 21, 2025</b>	Post Until: <b>Filled</b>	JVN No. <b>125-26-16 CW</b>