

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title: Staff Analyst I Salary: \$62,517\* - (Non-City minimum)  
\$71,894\*\* - (City minimum)

Title Code: 12626 Number of Positions: 1

Office Title: Program Coordinator Work Location: 2 Lafayette Street, NYC

Division/Work Unit: Bureau of Community Services/Program Operations

**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 Staff Analyst or have taken the most recent Staff Analyst 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 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, Home Delivered Meals providers and Transportation services. The Bureau also oversees the Nutrition unit that closely monitors older adult centers and home delivered meals. NYC Aging seeks a dynamic, motivated and detail-oriented individual to serve as in the new position of Community Coordinator to work in the Bureau of Community Services. This position will support all programs transportation needs, data analysis, and program monitoring processes.

Under general direction, with wide latitude for independent initiative and judgment, performs very responsible work in the supervision, planning, implementation, coordination, monitoring and/or evaluation of community development programs.

Responsibilities include but are not limited to the following:

- Coordinate transportation operations including scheduling, routing, and resource allocation for regular services and special events such as Talent Is Timeless, My NY Story, the Health Fair, and Falls Prevention.
- Serve as the primary point of contact for internal departments, external partners, and vendors to ensure effective program coordination and communication.
- Monitor service performance, identify operational issues, and recommend improvements to enhance efficiency and quality, including conducting data reviews, annual program reports, and performance and spending analyses.
- Develop monitoring tools and systems to support program staff in effectively tracking and evaluating program performance.
- Maintain comprehensive records, reports, and documentation related to fleet operations, service data, and compliance requirements.
- Provide internal project management, including leading a range of initiatives involving internal operations as well as public-facing programs and events.
- Support procurement activities by obtaining quotes, evaluating services, and monitoring contract performance, and participate in reviewing and evaluating the Agency's Requests for Proposals.
- Participate in planning efforts to support the development and implementation of agency initiatives.
- Provide technical assistance and training to staff and partners as needed.
- Analyze program contracts and budgets and serve as a liaison with other NYC Aging units to inform, collaborate, and address programmatic issues.
- Engage in special projects and support the implementation of 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)**

**Minimum Qualifications:**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a Juris Doctor degree from an accredited law school; or

2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area.
3. An associate degree or completion of 60 semester credits from an accredited college and four years of satisfactory full-time professional experience as described in "2" above.
4. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and six years of satisfactory full-time professional experience as described in "2" above.
5. A combination of education and/or experience equivalent to "1", "2", "3", or "4" above. College education may be substituted for professional experience at the rate of 30 semester credits from an accredited college for one year of experience. However, all candidates must have a high school diploma.

**Special Note:**

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

**Preferred Skills:**

- High level of Proficiency in Microsoft Office Suite; Excel, Word preferred.
- Experience manage complex projects across multiple stakeholders a plus.
- Bachelor's degree in Public Administration, Urban Planning, or a related field.
- 2–4 years of experience in operations, municipal services, or logistics coordination a plus.
- Strong organizational, analytical, and communication skills preferred.
- Experience working in local government or public sector a plus.
- Ability to analyze complex problems and provide clear, actionable solutions.

**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 #763699**

**All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID #763699**

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

Posting Date: **June 5, 2026**

Post Until: **Filled**

JVN No. **125-26-29 CW**