Job Description for Professional Temporary Hire

Temp Title: Office Manager (Technical Business Analyst II)
Pay Rate: $33.00/hour
Organization: New York City Department of Social Services (DSS)'s Office of Research and Policy Innovation

Duration of Assignment: 12 months

Work Location: *Hybrid*: Mon-Wed at 4 World Trade Center; Thurs-Fri remote/work from home

General Statement

Under the direct supervision of the Deputy Commissioner of the DSS Office of Research and Policy Innovation (ORPI), the Office Manager will perform critical tasks that facilitate the work of ORPI and its four units: Homeless Policy & Innovation, Office of Evaluation & Research, Government Grants Strategy, DSS McMillan Library. This staff member will manage complex agency processes, staying up to date on relevant agency policies and procedures and closely tracking progress on all actions.

Duties and Responsibilities

The Office Manager will manage processes in the following domains, among others:

- Hiring, onboarding, and exiting of City staff, temp staff, and interns
- Contracting and purchasing
- Travel requests and cost reimbursements
- Submission, tracking, and escalation of urgent incident and asset requests
- Scheduling and logistics for large meetings, including meetings with executive agency leadership and external stakeholders
- Tasks associated with the final packaging and dissemination of ORPI products

Preferred Skills

- Excellent time management and organizational skills, with strong attention to detail
- Strong interpersonal and customer service skills
- Quick learner
- Interest in the DSS mission of serving low-income and other vulnerable New Yorkers
- Proficient in MS Office (Excel, Word, etc.) and web-based applications

Interested applicants should submit a resume and cover letter to Kinsey Dinan, Deputy Commissioner, NYC DSS Office of Research and Policy Innovation dinank@dss.nyc.gov