

**THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Confidential Strategy Planner	Level: 00	Title Code: 54750
Office Title: Special Assistant to the Executive Staff	Salary: \$90,000 – \$100,000	
Division: Admin/Executive		
Work Location: 100 Church Street	Number of Positions: 1	
	Hours/Shift: Day shift - 35 hrs/week minimum	

JOB DESCRIPTION

Reporting to the Deputy Commissioner for Administration, the Special Assistant to the Executive Staff will provide high level administrative support to the Commissioner, Chief of Staff, and Deputy Commissioner of Administration. The candidate will have an excellent working knowledge of Citywide systems, procedures, policies, and Citywide stakeholders in HR, budget, procurement, facilities, and emergency planning and act as a “utility player” in being able to support these various functions.

The ideal candidate will have at least entry level experience with administrative access in NYCAPS, CHRMS, PMS, FMS, PASSPort, CityTime, and other Citywide systems and will be an expert at providing detailed reports, analysis, and policy documentation. Some of the duties include:

- Provide tactical and operational support for HR, Budget, and Procurement teams.
- Coordinate liaisons for all administration work streams with other agency divisions.
- Support the Deputy Commissioner with strategic planning and Admin team management duties.
- Provide analytical support to various work streams in administration.
- Support data analysis.
- Supervise any interns assigned.
- Under the guidance of the Deputy Commissioner for Administration and the ACCO, assist in the agency procurement process.
- Under the guidance of the Deputy Commissioner for Administration and the Assistant Commissioner for Finance and Data, act as an approve in FMS for various budget related items and accounts payable functions on occasion.
- Under the guidance of the Deputy Commissioner for Administration and the Acting Assistant Commissioner of HR, provide administrative support in various HR functions.
- Perform any and all special projects as assigned.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

PREFERRED SKILLS

Excellent knowledge of Citywide policies and procedures established by oversight agencies such as DCAS, OMB, OLR, MOCS, OEM, etc.
In-depth knowledge in either HR, Budget, or Procurement while having proficient knowledge in the other two.
Experience in managing multiple stakeholders.
Experience and poise in dealing with executive level staff.

To Apply:

Applicant must be a New York City resident within 90 days of appointment. Interested candidates should apply online via NYC Careers on the NYC.gov website (<http://www.nyc.gov/html/careers/html/home/home.shtml>). Please upload a cover letter and resume, combined in one document, when you are prompted to upload a resume. No telephone calls, faxes, or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: www.nyc.gov/oath

Post Date: 2/13/2023	Post: 5/14/2023	JVN: 820-2023-574470
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