

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Program Officer II</u>	Salary:	<u>\$72,603 * - (Non-City minimum) \$83,493 ** - (City minimum)</u>
Title Code:	<u>51454</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Operations & Budget Manager</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>External Affairs/ Health Insurance Information Counseling & Assistance Program (HIICAP)</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:

The Operations & Budget Manager will be responsible for overseeing the operational aspects of the HIICAP program and managing its budget effectively. This role involves maintaining program efficiency, ensuring compliance with budgetary guidelines, and contributing to the overall success of our mission to assist individuals in making informed healthcare decisions.

Key Responsibilities:

1. Operational Oversight:

- Collaborate with program leadership to develop and implement operational strategies, policies, and procedures.
- Ensure smooth day-to-day operations of the HIICAP program.
- Supervise and support program staff, fostering a culture of excellence and continuous improvement.
- Coordinate with various departments to streamline processes and enhance program effectiveness.

2. Budget Management:

- Develop, monitor, and manage the program budget, ensuring compliance with funding requirements and guidelines.
- Analyze financial data, prepare budget reports, and provide recommendations for optimizing resource allocation.
- Assist with managing contracted services to ensure compliance with all contract agreements, regulations, and performance expectations.

3. Data Analysis and Reporting:

- Collect, analyze, and interpret data related to program performance, budget utilization, and outcomes.
- Prepare qualitative and quantitative statistical reports on operations and activities regarding HIICAP compliance with grant specifications.
- Identify trends, areas for improvement, and opportunities to enhance program impact.

4. Compliance and Regulatory Adherence:

- Ensure compliance with all relevant laws, regulations, and funding requirements.
- Stay updated on healthcare industry standards and changes in healthcare policy that may impact the program.
- Develop and maintain comprehensive documentation related to compliance efforts.

5. Collaboration and Stakeholder Engagement:

- Foster positive relationships with external partners, agencies, and community organizations.
- Collaborate with cross-functional teams to maximize program outreach and effectiveness.
- Represent the HIICAP program at relevant meetings and conferences.

*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 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.

Requirements for Assignment Level II

For Assignment Level II, in addition to meeting the qualification requirements above, one additional year of the experience described in "1" above is required

Preferred Skills:

- *Preferred candidate should have proven experience in program operations and budget management, preferably in the healthcare or non-profit sector.
- *Preferred candidate should have experience with managing grants, meeting contract deadlines, submitting data and narrative reports plus familiarity with New York City budgeting process.
- *Knowledge of healthcare insurance and regulations is a plus.
- *Exceptional communication, leadership, and interpersonal skills a plus.
- *Preferred candidate should possess strong organizational and project management skills.
- *Preferred candidate should possess proficiency in data analysis tools and software.
- *Master's degree or experience equivalent in any of the following: Public Administration, Healthcare Policy, Analysis & Evaluation, Nonprofit Management, and Public Management preferred.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

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 #615462

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #615462

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

Posting Date: **November 14, 2023**

Post Until: **Filled**

JVN No. **125-24-29 CW**