

**City of New York
CONSUMER AFFAIRS
Job Vacancy Notice**

Civil Service Title: COMMUNITY COORDINATOR	Level: 00
Title Code No: 56058	Salary: \$48,895.00 / \$56,229.00* - \$70,000.00 <i>*minimum with two years of continuous city service</i>
Office Title: Director of Outreach	Work Location: 42 Broadway, New York, NY
Division/Work Unit: External Affairs	Number of Positions: 1
Job ID: 248145	Hours/Shift: 9:00 AM – 5:00 PM

Job Description

The Department of Consumer Affairs (DCA) empowers consumers and businesses to ensure a fair and vibrant marketplace. DCA licenses and regulates over 80,000 businesses in 55 different industries, and enforces the Consumer Protection Law and other related business laws in New York City. The agency educates the public and businesses through outreach and partnerships with stakeholders throughout the City. DCA performs onsite inspections of businesses to ensure compliance with license regulations, weights and measures regulations, and the New York City Consumer Protection Law. Effective April 1, 2014, under New York City’s Earned Sick Time Act, most employers in New York City will be required to give their employees sick leave. DCA is charged with enforcement of this law.

In addition, DCA has been tasked with creating an Office of Labor Policy & Standards (“OLPS”). The OLPS will include the existing Paid Sick Leave and Commuter Benefits units, which educate employees and employers about NYC’s sick leave and transit benefits laws; work with stakeholders throughout the City to ensure compliance; investigate complaints filed by employees; develop systematic reviews of businesses to ensure that businesses comply with the laws and prosecute businesses that do not comply with the laws. OLPS would also state and make recommendations for worker education, safety and protection; educate employers on labor laws; create public education campaigns regarding worker rights; and collect and analyze labor statistics. OLPS will also have oversight of the Grocery Workers Retention Act, among other things.

DCA is seeking a results driven, self-starting individual to serve as the Director of Outreach for the External Affairs division. External Affairs is responsible for guiding the agency’s interactions with other government entities, external stakeholders, and the public. External Affairs is the face of the agency’s work to advance consumer protection and education in New York City. The Director of Outreach will be responsible for work activities including, but not limited, to:

- Coordinating and liaising with Community Boards, industry stakeholders, and members of the public;
- Implementing a wide variety special projects involving both agency-wide and division specific information;
- Proposing, scheduling, coordinating, and tracking outreach events to educate consumers and advance department policy priorities;
- Monitor site visits conducted to identify appropriate venues and also to do advance work for trainings/forums;
- Managing complicated or difficult operational issues either over the telephone or in person;
- Providing administrative and other types of support to other members of the External Affairs division as needed.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

PLEASE NOTE: *New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.*

Preferred Skills

- Supervisory experience.

- Proven leadership skills, including the ability to think and plan strategically and proven success developing and supporting high performing diverse work teams;
- Proficiency in Microsoft Office, major Internet search engines and databases; ability and aptitude to quickly learn new computer programs and technology;
- Excellent written and verbal communication;
- Ability to capture and analyze data;
- Ability to read and understand laws and rules;
- Experience in handling multiple assignments with competing deadlines with a high degree of detail and accuracy;
- Multilingual a plus;
- Flexibility in hours.

To Apply

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and type “Consumer Affairs” on the search line. Then locate the Job ID number.

For Current City Employees: Visit [Employee Self Service \(ESS\)](#) to view and click on Recruiting Activities, Careers, and search by Job ID number.

***A RESUME AND COVER LETTER ARE REQUIRED.
PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 07/19/2016

Post Until: Filled

DCA and The City of New York is an Equal Opportunity Employer