

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

Civil Service Title: ADMINISTRATIVE CONTRACT SPECIALIST	Level: M1
Title Code No: 10095	Salary: Commensurate with Experience
Office Title: Deputy Director of Operations	Work Location: 42 Broadway, New York, NY
Division/Work Unit: Office of Financial Empowerment	Number of Positions: 1
Job ID: 263764	Hours/Shift: 35 hours minimum

Job Description

The Department of Consumer Affairs (DCA) licenses, inspects, and educates businesses, assists and informs consumers, mediates complaints, and offers free financial counseling and safe banking products. DCA enforces the Consumer Protection Law, the Paid Sick Leave Law and other related business laws throughout New York City and licenses nearly 80,000 businesses in 55 different industries. For more information, call 311 or visit DCA online at nyc.gov/consumers or on its social media sites, [Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#).

At the center of the fight to reduce income inequality and expand economic opportunity, DCA’s Office of Financial Empowerment (OFE) works to support low-income New Yorkers and communities in building wealth and improving financial capabilities. OFE is the first local government initiative in the country with the mission to educate, empower and protect New Yorkers and neighborhoods with low incomes so they can build assets and make the most of their financial resources. OFE uses the tools of research, partnerships, policy, programs and services, financial products, and convening to advance its mission.

OFE is seeking a highly organized and process-oriented Deputy Director of Operations to join the OFE Executive Team. The Deputy Director of Operations should have excellent project management, organizational management, and communication skills to support the strategic implementation of OFE programs and initiatives and to assist with the general operations of the OFE division.

Responsibilities will include but are not limited to:

- Provide executive level project management support and oversight on critical OFE projects and serve as a resource to OFE staff and project teams to ensure the smooth implementation of projects and ensure that objectives are achieved, and deadlines are met;
- In collaboration with the OFE senior team, lead the development and implementation of internal systems, structures, processes and tools that help to coordinate and organize the team’s work to ensure optimal team performance;
- Working closely with DCA’s Finance, Legal, and Human Resources divisions, oversee OFE’s administrative functions including human resources, procurement, budgeting and contract management (~\$8M total budget);
- Supervise directly Contracts, Budget & Administration Manager, and indirectly Contracts and Budget Associate;
- Draft, proofread and/or edit a range of materials, including but not limited to grant proposals, publications, reports, program documents, policy memos, and presentations;
- Work with the data analysis and evaluation team to understand and document success of programs and to identify opportunities to improve the performance of programs;
- Build and maintain relationships with City agencies, community based organizations, and other external stakeholders as needed; and
- Implement and manage special projects as needed to reduce systemic inequality and build individual and community wealth and assets.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, business or public administration, contract community relations, or related fields; at least

eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration; or

2. A four year high school diploma, or its equivalent, and six years of full-time, professional, technical or administrative work experience in one or more of the fields cited above; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel as described in "1" above; or
3. A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial or executive experience or experience supervising professional personnel 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

- Effective project manager with the proven ability to successfully guide and manage multiple high-priority projects simultaneously and to organize and drive projects to timely completion;
- Highly organized with strong follow-through and an acute attention to detail;
- Supervisory experience in effectively managing a dynamic and diverse team;
- Ability to work quickly under pressure and strict deadlines while still ensuring a high quality work product;
- Experience and proven ability to cultivate partnerships with diverse stakeholders;
- Ability and willingness to take initiative and work collaboratively;
- Outstanding analytic, problem-solving, and creative thinking skills;
- Excellent communication (written and oral) and presentation skills;
- An enthusiastic and positive individual with good interpersonal skills and a passion for supporting people with low incomes to build greater self-sufficiency;
- Proficient in PowerPoint, Microsoft Excel, Access, Word, and Outlook.

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: 09/20/2016

Post Until: Filled

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