

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Executive Agency Counsel</u>	Salary:	<u>\$54,643 - \$150,371*</u> <u>\$58,926 - \$150,371**</u>
Title Code:	<u>95005</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Director, Integrity & Responsibility Unit</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Executive/Legal/Integrity & Responsibility Unit</u>		

Job Description:

Under the direction of the General Counsel, the ideal candidate will, with wide latitude for the exercise of legal knowledge, judgement and experience, be responsible for managing the Integrity and Responsibility Unit (IRU). IRU oversees all Department of Investigation (DOI) matters as well as manages the Agency's standalone discretionary contract portfolio. The ideal candidate will also implement best business practices and procedures to enhance procurement services at the Department for the Aging. Duties and responsibilities of the position include, but are not limited to:

- Act as the Department's liaison to prosecutor's offices, other federal, state and City law enforcement or investigative agencies and other City agencies regarding the conduct of investigations.
- Responsible for overseeing, coordinating and managing DOI investigations and referrals relating to the Agency, its employees and contractors, including any subpoenas or document requests received.
- Represent the Agency at meetings with federal, state and City law enforcement agencies, prosecutor's offices, City agencies and the public concerning matters relating to the IRU's areas of responsibility.
- Draft and edit reports regarding investigative findings, which include recommendations to enforcement or investigative agencies regarding eliminating corruption vulnerabilities and inefficiency.
- Oversees Department's standalone discretionary contracts and functions as the primary point of contact between the service providers and the Department.
- Field all discretionary service providers' programmatic and fiscal inquiries.
- Develop and implement systems that track discretionary awards, qualification(s) of vendors, and related requirements.
- Ensure discretionary funds are used in a manner that is consistent with its allocated purpose and make corrections where warranted.
- Maintain lists of all qualified vendors and update/check qualifications as necessary and required.
- Analyzes programs service data and budgets, works with assigned programs on budget modifications, oversees high cost purchases, and acts as liaison with other DFTA units (such as Budget Unit and Procurement Unit) regarding programmatic or contract issues.
- Monitors and conducts annual assessments including unannounced site visits, of assigned programs to assure compliance with the Department for the Aging standards and contract requirements.
- Provides technical assistance where needed to improve/maintain quality of program services.
- Follow up and investigate all complaints and allegations of corruption, regarding all assigned programs.
- Prepares written reports and recommendations as needed.
- Serve as a legal counselor to the agency agency's managerial and Executive staff; advise and recommend on questions of law, fact and administrative policy.
- Perform other special projects, examinations and reviews as directed.

***Non-City rate**

****City incumbent rate**

Minimum Qualifications:

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Preferred Skills:

- At least three years of satisfactory professional experience in procurement and/or contract analysis for a large public or private concern.
- Experience in strategic planning, analysis and management.
- Strong customer service orientation and attention to detail.
- Excellent analytical, oral, written, leadership and interpersonal skills.
- Knowledge of the PPB Rules, MOCS' Policies, Comptroller's Directives and general City contract operations.

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

TO APPLY

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 #279074

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#279074

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

Posting Date: **January 20, 2017**

Post Until: **Filled**

JVN No. **125-17-30CW**

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