CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title:	Program Officer	Salary:	$51,376 - $74,187* $59,082 - $74,187**
Title Code:	51454	Number of Positions:	1
Office Title:	Program Officer	Work Location:	2 Lafayette Street, NYC
Division/Work Unit:	Bureau of Community Services/Senior Centers		

Job Description:

- Oversees assigned caseload of senior center programs and other community-based services, functions as the primary point of entry and communication between the programs and the Department, stays current on programs' status and progress toward achievement of program goals and contractual obligations. Provides written and verbal information on community-based programs as needed by the Bureau, using required computer tools and reporting methods.
- Regularly monitors and conducts comprehensive on-site assessments to assure programs' compliance with Department for the Aging standards and contract requirements. Analyzes current and prior contractual performance of service providers and contracted services using standard assessment tools. Identifies areas of program strength and weakness, recommends improvement, and evaluates quality of program services. Prepares written reports on findings and recommendations.
- Interprets agency policy and provides comprehensive technical assistance as needed to assigned aging services providers, often on site, to maximize program goals and ensure compliance with DFTA standards.
- Analyzes program contracts and budgets. Informs, collaborates and acts as liaison with other DFTA units (such as Budget Unit and Procurement Unit) regarding programmatic issues. Assists in the review of contracts, amendments, agreements and renewals in accordance with Bureau timeframes.
- Participates in special projects and new initiatives.

*Non-City rate.
**City incumbent rate.

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.

Preferred Skills:
Bi-lingual candidates (in Spanish, Chinese) are encouraged to apply; prefer good computer skills in Word and Excel; candidates must be willing to travel extensively within the five boroughs of New York City.

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 #222192

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#222192

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

Posting Date: **November 12, 2015**	Post Until: **Filled**	JVN No. **125-16-11-CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER