

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Program Officer I</u>	Salary:	<u>\$56,845* (Non-City minimum) \$65,372** (City minimum)</u>
Title Code:	<u>51454</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Program Officer</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Community Services/Older Adult Centers</u>		

**Additional Information:**

**As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.**

*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:**

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

DFTA seeks a dynamic, motivated, and detail-oriented individual to serve as a Program Officer to work in the Bureau of Community Services, Senior Centers Division.

- 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 the 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 improvements, 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. Assist in the review of contracts, amendments, agreements, and renewals in accordance with Bureau timeframes.
- Participates in the reading and evaluation of the Agency's Request for Proposals (RFP).
- Participates in special projects and new initiatives.

**\*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:**

Bi-lingual candidates (in Spanish, Chinese) are encouraged to apply; prefer good computer skills in MS 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**

**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#: 537380**

**All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#: 537380**

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

**55-a Program**

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Posting Date: <b>August 26, 2022</b>	Post Until: <b>Filled</b>	JVN No. <b>125-23-16 CW</b>
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