

**City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice**

HRADMIN0515

Civil Service Title: Confidential Investigator	Level: L3
Title Code No: 31143	Salary: \$59,915 to \$77,720
Office Title: Director of Administration	Work location: 80 Maiden Lane, New York, NY.
Division/Work Unit: Squad 11 – IG-DOE / SCI	Number of Positions: 1
Job Description	
<p>The New York City Department of Investigation (“DOI”) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the People of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.</p> <p>The Department of Investigation’s Inspector General for the New York City Department of Education (“IG-DOE”), also known as the Special Commissioner of Investigation (“SCI”) investigates corruption, misconduct, or other illegal, unethical or improper activities by officials, employees, contractors, and vendors doing business with the DOE - the nation’s largest school district enrolling more than 1.1 million students and employing 140,000 staff located in over 1,800 facilities.</p> <p>IG-DOE is seeking an experienced, self-motivated candidate to serve as Director of Administration. The successful candidate will handle Human Resources, security, physical plant, attendance, supervision of a small administrative staff, and miscellaneous issues. The successful candidate must be able to demonstrate an understanding of human resources issues as well as law enforcement procedures, the need for strict confidentiality, and a proven attention to detail. Must be able to respond to emergencies outside of regular business hours.</p> <p style="text-align: center;">Those hired by Squad 11 – IG-DOE / SCI are DOE salaried employees.</p>	
Qualification Requirements	
<ol style="list-style-type: none"> 1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in an industrial or governmental agency in the field of investigation, auditing, law enforcement, security, inspections, or in a major operational area of the agency in which the appointment is to be made, or 2. A baccalaureate degree from an accredited college; or 3. Education and/or experience equivalent to “1” or “2” above. 	
Preferred Skills	
<ol style="list-style-type: none"> 1. A minimum of three years of experience in Administration/Human Resource, preferably with a law enforcement or investigative agency. 2. Strong supervisory, interpersonal, interviewing and analytical skills. 3. Demonstrate strong writing skills 4. Possess excellent organizational skills and proven ability to manage time efficiently in a fast paced environment. 5. Ability to work well with all levels of staff and management. 6. Proficiency in Microsoft Office and various computer programs. 7. Foreign language skills is a plus. 	
To Apply:	
<p>Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org. Please indicate “Director of Administration” in the subject line.</p> <p>Submissions of resumes does not guarantee an interview. Due to the high volume of resumes IG-DOE receives for positions, only selected candidates will be contacted.</p> <p style="text-align: center;">Appointments are subject to Office of Management & Budget approval for budgeted headcount.</p>	
Post Date: 05/00/2018	

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.