Position:  DIRECTOR OF ADMINISTRATION

Location:  253 Broadway

**ORGANIZATIONAL PROFILE:** The Mayor’s Office of Operations works to make New York City government more effective and efficient. The office is responsible for managing and coordinating multiagency programs and initiatives and uses data to help the City make informed policy decisions and strategic, targeted investments. Operations includes Project, Strategic, and Performance Management teams; and Performance Observation, Customer Service, and Audit units that aim to improve transparency and accountability. Operations also houses the Mayor’s Office for Economic Opportunity; the Mayor’s Office of Data Analytics; the Mayor’s Office of Information Privacy and 311.

**JOB RESPONSIBILITIES:** The Director of Administration will be responsible for overseeing the administrative, human resources, and financial processes for the Mayor’s Office of Operations and will contribute to the strategic vision for these functions and the expansion of the office.

Reporting to the Chief of Staff of the Office of Operations, and working closely with all NYC agencies, and with wide latitude for developing and implementing critical evaluation, the Director of Administration will have the following responsibilities:

**Human Resources**

- Coordinating the full spectrum of the hiring process across several units within Operations, diagnosing skills needed for staff success, developing job descriptions, facilitating the job posting process with the Mayor’s Office Human Resources unit and other agencies, ensuring Operations staff maintains equitable interviewing practices, and managing the selection, processing, and onboarding operations;
- Maintaining the Office’s personnel services budget and develop strategic policies and topics including, but not limited to, civil service, retention, promotional structures, and overtime;
- Working with staff to develop practices on professional development and skill building;
- In coordination with the Mayor’s Office, Human Resources team, managing the on-boarding and off-boarding of city personnel, interns, fellows, and consultants;

**Procurement and Budgeting**

- Managing the budgeting process at the Office of Operations including the financial integrity, formulation, execution, and analysis of any Other Than Personnel Services (OTPS) funds;
- In coordination with the Mayor’s Office, Fiscal Operations unit, directing and leading procurement work at the Office of Operations, including purchase orders for day-to-day goods and services and complex RFPs for services for the office;
- In coordination with the Mayor’s Office, Fiscal Operations unit, working with the Office of Management and Budget (OMB) for all Financial Plans to ensure the proper execution of funding requests for the Mayor’s Office of Operations to OMB;
- liaising with the OMB on project-related funding requests for Operations and other agencies to ensure the proper execution of funding requests to OMB;
NYC Office of the Mayor
Office of Operations

- Guiding contract management practices to ensure that provider’s performance meets contractual requirements;
- Developing strategies around technology procurement and usage including private-sector engagement;

Administration

- Developing high-level strategies for the administration and internal processes of the Office and leading implementation;
- Performing strategic and project management duties related to Mayoral initiatives as a subject matter expert on administrative practices across agencies;
- Partnering with host agencies on facilities operations;
- Partnering with host agencies and existing staff on fleet management;
- Serving as the Records Officer and coordinating the proper retention and disposal of Office physical and virtual records;
- Build and maintain relationships with key stakeholders, including senior staff at the Mayor’s Office of Operations, City Hall, and City Agencies;
- Managing several discrete projects on an as needed basis.

Preferred Skills and/or Qualifications:

- A Bachelor’s and/or Master’s Degree, in addition to 4 years+ of professional experience;
- Keen attention to detail, flexibility and an enthusiastic work ethic;
- Strong written and verbal communication skills with experience in delivering presentations to a variety of audiences;
- Experience which demonstrates a proven record of providing analytical and/or technical assistant for complex, interdisciplinary projects involving multiple stakeholders;
- Experience mediating among groups with competing perspectives and implementing projects that improve operational efficiency preferred;
- Knowledge of City government institutions including Civil Service, procurement standards, and the budget cycle;
- Ability to think creatively, embrace new approaches for solving complex operational problems; and
- Advanced knowledge of Microsoft Excel, PowerPoint, and other MS Office applications.

Salary: $103,000

To Apply:

The City of New York and the Office of the Mayor are Equal Opportunity Employers

New York City Residency is Required within 90 Days of Appointment

For current job opportunities in the NYC Mayor’s Office visit: MO Job List