

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

**CITYWIDE VACANCY NOTICE**

|                      |   |                      |   |
|----------------------|---|----------------------|---|
| Civil Service Title: | <u>Administrative Program Officer (M-II)</u>                          | Salary:              | <u>\$58,675 - \$156,793*</u><br><u>\$63,275 - \$156,793**</u> |
| Title Code:          | <u>10084</u>  | Number of Positions: | <u>1</u>  |
| Office Title:        | <u>Director, Department for the Aging Learning Center</u>             | Work Location:       | <u>2 Lafayette Street, NYC</u>                                |
| Division/Work Unit:  | <u>Executive/Organization Development &amp; Strategic Initiatives</u> |                      |   |

**Job Description:**

Reporting to the Director of Organization Development and Strategic Initiatives, the Director of the Learning Center shall:

- Oversee the regular, and as-needed, learning needs assessments (surveys, focus groups, interviews, etc.) of the Department's learning stakeholders ensuring the validity and reliability of the assessments' results.
- Oversee the development of the Department's annual training plan based on the assessed learning needs of the Department's various stakeholders and the Department's strategic priorities.
- Monitor and ensure that individual learning opportunities (e.g., classroom training, workshops, etc.) provided by the Department for the Aging (DFTA) Learning Center for Department for the Aging staff, and staff in DFTA-contracted community-based organizations, are designed based on learners' needs, according to established principles of adult learning, and using current learning methodologies appropriate to the targeted learners, and are facilitated/conducted according to established principles of adult learning.
- Provide strengths-based supervision, coaching and evaluation for her/his direct reports in the Learning Center.
- Prepare required and periodic reports, documents and responses.
- Design learning events (e.g., classroom training, workshops, etc.) based on learners' needs, according to established principles of adult learning, and using current learning methodologies appropriate to the targeted learners, and facilitate/conduct said learning as needed to complete the Center's training plan and requirements.
- Develop policies, procedures and systems for the more effective and efficient management of the Learning Center and to facilitate its work.
- Direct the identification and procurement of per-diem learning consultants needed to supplement internal staff.
- Stay current and knowledgeable of new research and trends in aging, brain and learning science, and adult learning methodologies and technologies.
- Oversee and contribute to special projects as needed and requested by the Director of Organization Development and Strategic Initiatives.

**\*Non-City rate.**

**\*\*City incumbent rate.**

**Minimum Qualifications:**

1. Graduation from an accredited college with a baccalaureate degree and five (5) years of full-time, professional experience in social services, community relations, public administration or management, of which at least one year must have been in the field of aging, and of which at least one and one-half years must have been in an administrative or managerial capacity; or
2. Education and experience equivalent to "1" above. However, all candidates must have one year of experience in the field of aging and one and one-half years of experience in an administrative or managerial capacity.

**Preferred Skills:**

The preferred candidate should possess the following: at least five years of experience designing and facilitating/conducting adult learning experiences (e.g., classroom training, workshops) according to the established principles of adult learning; excellent classroom facilitation skills; at least five years of experience providing strengths-based supervision; knowledge of and experience using employee engagement best practices; excellent oral and written communication skills; attention to detail; and commitment to developing and nurturing a collegial and collaborative workplace where staff are encouraged to bring their unique strengths and creativity.

**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 #235761

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#235761

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

|                                     |                           |                                 |
|-------------------------------------|---------------------------|---------------------------------|
| Posting Date: <b>March 22, 2016</b> | Post Until: <b>Filled</b> | Posting No. <b>125-16-30 CW</b> |
|-------------------------------------|---------------------------|---------------------------------|

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**