



NEW YORK CITY FIRE DEPARTMENT JOB VACANCY NOTICE

CIVIL SERVICE TITLE <p style="text-align: center;">Administrative Manager (Non-Managerial)</p>	Title Code # <p style="text-align: center;">1002C</p>
OFFICE TITLE <p style="text-align: center;">Administrative Manager</p>	SALARY \$53,373-Minimum salary for full-time employees who have 2 years of City service
BUREAU/DIVISION/UNIT <p style="text-align: center;">Technical Services</p>	LOCATION 34-11 47 th Avenue, Long Island City, NY 11101

JOB DESCRIPTION

Reporting directly to the Director and Deputy Director of the Bureau, under general direction responsible for all administrative coordination of the Units within the Bureau performing complex and difficult administrative tasks. The Administrative Manager will attend/schedule meetings with the Director and/or Deputy Director of the Bureau, at times presenting, explaining or representing the Bureau; advise Unit Heads within the Bureau on initiatives and work unit goal's set forth monitoring performance, compliance, time lines while providing guidance; Interacts with administrative and uniformed units within the FDNY; makes recommendations and advises Director and Deputy Director on the overall status of activities within each work unit, identifying problem areas and recommending corrective actions to improve work performance in each unit; perform work in the capacity of an executive assistant provides administrative support for the Director and Deputy Director communicating via telephone and email, filing, creating and tracking correspondence, maintaining contacts, scheduling meetings, and handling travel arrangements; handle administrative office matters; compile reports and historical data; coordinate senior team, staff meetings and manage multiple calendars; manage projects; and conduct research as needed.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or a four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2", or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2", or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 1/1 years.

PREFERRED SKILLS:

Strong organizational, computer, oral and written skills, NYC Driver's License, & proficient in Microsoft Office Programs.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

TO APPLY:

This position is open to applicants who took Exam # 5010 OC or 5516, or those who are already permanent in the Administrative Manager title. Please indicate in your cover letter whether you have taken any of these exams or are already permanent in the Administrative Manager title. If you do not include this information in your cover letter, you will not be considered for an interview. Applicants who took an exam will be required to produce a copy of their Order Confirmation Receipt for verification if contacted for an interview.

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE <https://a127-ess.nyc.gov/>. REFER TO JOB ID #221033

DATED: November 11, 2015	POST UNTIL: Until Filled
<p><i>"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."</i></p> <p><i>-Forbes magazine, on "America's Best Employers 2015"</i> The Fire Department is an Equal Opportunity Employer The Fire Department is an Equal Opportunity Employer.</p>	