



NEW YORK CITY DEPARTMENT OF FINANCE

CITYWIDE JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Staff Analyst M-II	TITLE CODE #: 10026
OFFICE TITLE: Project Manager	SALARY: \$54,740 - \$146,276
DIVISION/WORK UNIT: Executive	WORK LOCATION: City of New York

NUMBER OF POSITIONS: One
Unless otherwise indicated, all positions require a five-day workweek.

JOB DESCRIPTION:
If you are excited about public service, passionate about working with senior leaders, and are committed to pursuing excellence in your work, the Department of Finance of New York City would like to hear from you.

The candidate will be responsible for the development, management, and execution of special projects within the Executive Office of the Commissioner. He or she will report directly to the First Deputy Commissioner of the NYC Department of Finance.

The Department of Finance is the chief revenue and financial management agency for the City of New York. The agency, which employs 2,300 people, is responsible for collecting and safeguarding \$23 billion in annual tax revenue, protecting records for more than one million properties, conducting tax audits to promote compliance, and provide fair, efficient hearings on more than one million parking tickets each year. In this position, the candidate will develop and implement a range of problem solving approaches for issues facing the Department of Finance. The candidate will also build trust-based relationships with senior officials throughout the City. Projects will incorporate strategy, operations, and risk management topics across multiple agencies. A successful candidate will demonstrate strong problem-solving and analytical skills, strong oral and written communication skills, leadership, and passion for success.

Responsibilities include:

- Develop special initiative proposals for the senior leadership team
- Create detailed project plans, along with key deliverables
- Track progress of tasks and follow up with team members on specific task assignments
- Conduct regular progress reviews with senior leadership at Finance and other City agencies and ensure timely completion of assigned tasks
- Advise Commissioner of Finance and senior staff on briefings to the Mayor and other City officials
- Develop a top-level, cross-agency and cross-functional mindset to share and codify best practices learned on individual projects

QUALIFICATION REQUIREMENTS:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or 2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Qualifications:

Significant experience presenting to senior management, with proficiency in communication and presentation tools including Power Point, Word, and Excel.

Appointment to this title must comply with the City's residency requirement.

TO APPLY FOR CONSIDERATION, SEND A RESUME AND COVER LETTER, WHICH LISTS THE JOB VACANCY NUMBER, YOUR SALARY HISTORY, AND POSTING LOCATION TO:

NAME: Employee Services Helpline	NYC DEPARTMENT OF FINANCE
ADDRESS: 59 Maiden Lane, 22 nd floor New York, N.Y. 10038 Or	
Email: employeehelp@finance.nyc.gov	

EMPLOYEES ARE ENCOURAGED TO APPLY ALL INTERVIEWS ARE BY APPOINTMENT ONLY!

DATED: 08-31-09	POST UNTIL: 09-14-09	JVN: # 836-10-4566B
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