



**Administration for  
Children's Services**

ADMIN FOR CHILDREN'S SVCS

Job Posting Notice

Job ID 369326

# of Positions 1

**Business Title** Executive Director for Change Management & Implementation

**Civil Service Title** ADMINISTRATIVE STAFF ANALYST (

**Title Code No** 1002D **Level** 00

**Title Classification** Competitive

**Proposed Salary Range** \$ 58,675.00 - \$115,000.00 (Annual)

**Work Location** 150 William Street, New York N

**Division/Work Unit** Office Of The Commissioner(Cr)

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### Job Description

\*THIS POSITION IS ONLY OPEN TO CANDIDATES WHO ARE PERMANENT (NOT PROVISIONAL) IN THE CIVIL SERVICE TITLE OF ADMINISTRATIVE STAFF ANALYST. PLEASE INDICATE YOUR PERMANENT CIVIL SERVICE TITLE ON YOUR RESUME AND/OR COVER LETTER FOR CONSIDERATION.

ACS is seeking a dynamic, motivated and detail-oriented individual who will report directly to the ACS Chief Effectiveness Officer (CEO). The Office of Organizational Effectiveness (OOE) concentrates on making improvements and efficiencies across the agency, so staff can work faster and smarter, and achieve better results for ACS clients. The OOE team collaborates with ACS leadership and provides strategic and operational guidance, and coordinates multi-divisional projects. The CEO is tasked to lead the agency's efforts to elevate, integrate, and institutionalize responsibility for key management functions and business process innovations. OOE established a project management culture across ACS, focused on ensuring high profile initiatives and projects are effectively executed, particularly projects with aggressive timelines. OOE spearheads large-scale initiatives, including Project Portfolio Management, Contract Management Process Improvements, Workflow Solutions, and the PEAK (Performance, Efficiency, Accuracy & Know-how) Program.

With some latitude for independent action and execution, the Executive Director for Change Management & Implementation (CMI) will be a primary strategic confidant and support to the CEO and perform workflow operations research and analysis; as well as assist with project management and solutions implementation. The CMI position requires someone with strong analytic and organizational skills who will assist in a variety of challenging operations and administrative tasks. Primary responsibilities for the CMI will include day to day specialized support and guidance to the CEO, as well as participation in multiple simultaneous projects. Specific duties will include:

- Assist with implementation of internal and external recommendations for Agency-wide system reform and wholesale business improvement.
- Liaise and participate in projects with ACS teams (i.e., administration, financial services, IT, contract management) and external stakeholders (i.e. Agency-sponsored Shared Services).
- Assist with project management.
- Prepare written reports and presentations including but not limited to: regularly scheduled updates, accomplishment reports, data and program summaries.
- Record highlights of meetings and decisions made, and ensure follow-up and next steps in a timely

manner.

- Work closely with the CEO to organize and maintain continuity and consistency of workflow processes.

### **Minimum Qual 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 Skills**

The ideal candidate will be a fixer; a model of efficiency under pressure; a no-nonsense performer who gets the job done. The preferred candidate possesses strong analytical and organizational skills, and the ability to multitask and work collaboratively with all levels of staff, supervision and management. Knowledge and familiarity, and comfort with NYC systems and practices is sought.

### **Additional Information**

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

The City of New York and the Administration for Children's Services are Equal Opportunity Employers Committed to Diversity

### **To Apply**

Click on the "Apply to" button

### **Residency Requirement**

New York City residency is generally 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 determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**POSTING DATE** 10/11/2018

**POST UNTIL** 11/10/20

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