

**City of New York
CONSUMER AFFAIRS
Job Vacancy Notice**

Civil Service Title: DIRECTOR BUREAU OF WEIGHTS AND MEASURES	Level: M2
Title Code No: 33967	Salary: \$54,740.00/\$59,032.00*-\$85,000.00 <i>*minimum with two years of continuous city service</i>
Office Title: Director of Enforcement	Work location: 42 Broadway, N.Y.
Division/Work Unit: Enforcement	Number of Positions: 1
Hours/Shift: 9:00 AM - 5:00 PM	

Job Description

Under the direction of the Deputy Commissioner, the Director will be responsible for managing, planning and directing day-to-day enforcement activities and operations. Such responsibilities specifically include, but are not limited to:

1. Oversight of the entire division's activities including implementing strategic enforcement initiatives
2. Direct management of the division's senior managers including the enforcement borough directors, the Assistant Director of Tobacco Enforcement, the Assistant and Deputy Directors of Tobacco Grant and Clerical Staff Assistant Director
3. Ensuring the smooth and efficient function of the division, both operationally and administratively, by identifying issues, developing remedies and implementing solutions
4. Prioritizing initiatives and effectively implementing strategies for ongoing tasks, special projects, and other strategic goals
5. Reviewing, analyzing, and revising, as appropriate, operational procedures to ensure uniformity and consistency throughout the various units of the division
6. Ensuring efficient staffing in the division by effectively assessing needs and allocating available technical and personnel resources to address such needs
7. Managing data and compiling regular reports to respond to requests and to identify ways to effectively manage the division's work; such regular reports will be made available to agency management and include the Mayor's Management Report, Citywide Performance Reporting, and tobacco related reports and budgets
8. Ensure the division is meeting inspection goals and working with appropriate staff to review benchmarks, performance indicators and the division's progress in meeting such benchmarks
9. Managing personnel related issues in coordination with Human Resources, the Disciplinary Advocate Officer and other divisional, agency and external staff as necessary
10. Coordinating with inspection unit heads as necessary and keeping them informed of activities within their areas of responsibility
11. Overseeing the agency's tobacco related work including, but not limited to, enforcement, reporting, budget and coordination work
12. Representing the division and agency at meetings of all types including those with other agencies, community boards, members of the public, etc.

Qualification Requirements

PLEASE 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.*

Essential Skills

1. Excellent written, oral and interpersonal skills.
2. Substantial Management and experience with effective leadership skills.
3. Ability to develop and motivate staff with a team-orientated approach.
4. Strong organizational, analytical, and detail-oriented skills.
5. Demonstrate Ability to work independently and be able to multi-task.
6. Proficiency in Microsoft Word, Excel, Access, Outlook, and Powerpoint.
7. Thorough knowledge of CAMIS (Consumer Affairs Management Information Systems) research techniques.

To Apply:

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN # TO: Jobs@dca.nyc.gov
(Must e-mail as MS Word only)

OR

Mail to: Human Resources Division
JVN # 866-10-006049
New York City Department of Consumer Affairs
42 Broadway, 8th Floor

New York, NY 10004

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 08/26/2009

Post Until: Filled

JVN: 866-10-006049

The City of New York is an Equal Opportunity Employer.