

# VACANCY NOTICE

**AGENCY:** NYC OFFICE OF THE COMPTROLLER  
**TITLE:** SENIOR INVESTMENT OFFICER-REAL ESTATE  
**SALARY:** \$90,000 - \$110,000  
**LOCATION:** BUREAU OF ASSET MANAGEMENT  
**PERIOD:** November 3, 2008 to Until Filled

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## **DUTIES:**

Under the supervision of the Director of Real Estate, this position will assist in the development of a real estate investment program for the New York City Retirement Systems, and work with other investment officers, investment activities for the real estate investment portfolio is expected to approach \$6 billion. Duties will include, but are not limited to, the following:

- Work with the consultant and Bureau of Asset Management staff to prepare and evaluate requests for proposals for the hiring of advisors and managers;
- Work closely with the consultant to prepare internal and external reports of the performance of the real estate portfolio, analyze and monitor portfolio risk, evaluate real estate markets, identify and be responsive to, emerging trends;
- Develop investment and monitoring procedures; Prepare trustee-level investment reviews, reports and presentations;
- Participate in and report on advisory committee meetings of portfolio funds, schedule meetings of real estate funds, partnerships and separate accounts;
- Monitor and regularly report on investments activities of investment partners;
- Work with consultants and other members of the real estate unit to develop annual investment plans;
- Meet and report on meetings with potential investment partners in connection with prospective investment opportunities;
- Assist in the negotiation of the terms and conditions and documentation of real estate investments;
- Work with consultants, advisors and attorneys to identify and negotiate business and legal terms of prospective investments and final documentation.

## **QUALIFICATION REQUIREMENTS:**

Masters degree from an accredited college in economics, finance, accounting, or a closely related field, and two (2) or more years of satisfactory full-time professional experience in one or a combination of the following: accounting, economic, financial or fiscal administration, economic research/analyses, or managing real estate investments in a financial services organization, or similar experience at a consulting firm, or in a closely related area. Total experience should include eighteen months of administrative or supervisory assignments. **OR**

BA/BS degree from an accredited college and four (4) or more years of full-time satisfactory experience as described above, including eighteen months of administrative or supervisory experience.

### Additional considerations:

- Excellent writing and presentation skills expected.
- Strong proficiency in Microsoft word, Excel and PowerPoint required.

Interested candidates may submit **two copies** of their resume and cover letter, in confidence to:

**New York City Office of the Comptroller  
Personnel Division # 08-36  
One Centre Street – Room 710  
New York, New York 10007**

**OR**

**Email a copy of their cover letter and resume with the VACANCY NUMBER IN THE SUBJECT LINE to: [Recruitment@comptroller.nyc.gov](mailto:Recruitment@comptroller.nyc.gov)**

**Equal Opportunity Employer M/F/H/V**

**NYC residency required within 90 days of appointment.**

**While we appreciate every applicant's interest, only those under consideration will be contacted.**

**Note: Vacancy notices listed as “Until Filled” will be posted for at least five (5) work days.**