

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Director of Strategic Initiatives
Salary:	\$170,000 - \$180,000
Bureau/Division:	Bureau of Asset Management
Period:	January 13, 2016 – January 20, 2016

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolios of the New York City Retirement Systems (Systems). This \$160 billion total portfolio is managed primarily by external investment managers and is largely invested in publicly-traded securities. In addition, approximately \$10 billion of city funds are invested internally.

Reporting directly to the Deputy Comptroller/Chief Investment Officer, the Director of Strategic Initiatives' responsibilities include, but are not limited to the following:

- Assists the Deputy Comptroller in developing and executing a formal strategic plan designed to improve the functionality of the Bureau;
- Acts as a strategic thought partner with the Deputy Comptroller to set a two year road map for BAM and identifies the steps needed to reach the determined goals;
- Evaluates existing procedures and staffing assignments and provides insights and recommendations to the Deputy Comptroller regarding new ideas and improvements;
- Works and interfaces with multi-disciplinary groups including those focused on internal and external operations, information systems, records management and vendor services to gain a clear understanding of the processes and develops a plan to improve and enhance those functions within the Bureau of Asset Management;
- Monitors changes as they occur to ensure that they are in line with the pre-set goals and makes adjustments as necessary;
- Prepares executive level presentations to share with leadership including the Deputy Comptroller/CIO, the First Deputy Comptroller and the New York City Comptroller.
- Performing other related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

BA/BS degree from an accredited college or university and ten (10) or more years of progressively responsible executive experience in overseeing complex asset management operations and their associated systems at a large financial services organization.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Record of accomplishment in driving efficient and effective organizational change;
- Strong organizational skills and the ability to develop and implement practical strategies and develop solutions to identified issues;
- Excellent writing, presentation and communication skills.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: January 13, 2016	POST UNTIL: January 20, 2016	JVN: 015/016/042
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The NYC Comptroller's Office is an Equal Opportunity Employer