

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Program Manager for Projects and Metrics
Salary:	\$115,000 – \$135,000
Bureau/Division:	Bureau of Asset Management/Strategic Initiatives
Period:	February 12, 2016 – February 26, 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 agency funds are invested internally.

The Division of Strategic Initiatives is charged with developing and executing a formal strategic plan designed to improve the functionality of BAM. Reporting directly to the Executive Director of Strategic Initiatives, responsibilities include, but are not limited to:

- Building a project tracking scorecard across strategic initiatives with a strong focus on clearly assigned objectives, accountability and deliverables;
- Creating key performance indicators that reflect organizational goals and set realistic targets and measurements;
- Instituting and overseeing the production of reports on a daily/weekly/monthly basis;
- Preparing presentations for senior management reflecting status and update of bureau wide activities and initiatives;
- Assisting with efforts to streamline operational efficiencies, including maximizing the use of the State Street platform;
- Making thoughtful and logical recommendations to improve operations bureau wide;
- Researching technological options and recommending those that are the most appropriate and beneficial for the advancement of the bureau;
- Reviewing the onboarding process and developing/recommending customer relationship management systems;
- Performing other related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

BA/BS degree from an accredited college or university and six (6) or more years of progressively responsible leadership experience in asset management operations, strategic planning or project management at a large and complex financial services organization.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Exceptionally strong program and project management skills must be displayed;
- Expert knowledge in the use of project management tracking tools expected;
- Demonstrated experience and success in re-engineering complex financial environments while delivering daily functions;
- Experience in creating and tracking key performance indicators across a complex and multi-disciplinary environment. Must be able to show KPI and project tracking documents that were created;
- Excellent writing, presentations and communication skills;
- Proficiency in Microsoft Office Suite (Word, Excel and PowerPoint).

Note: Cover letter should detail the possession of preferred 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: February 12, 2016	POST UNTIL: February 26, 2016	JVN: 015/016/051
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The NYC Comptroller's Office is an Equal Opportunity Employer