

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Special Assistant (Corporate Governance)
Salary:	\$45,000 – \$60,000
Bureau/Division:	Asset Management / Corporate Governance
Period:	March 18, 2016 – Until filled

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. The Systems retain public equity ownership rights.

The Corporate Governance and Responsible Investment unit develops and implements active ownership programs for the Systems, including voting proxies, engaging portfolio companies on their environmental, social and governance policies and practices, and advocating for regulatory reforms to protect investors and strengthen shareholder rights. Reporting to the Assistant Comptroller for Corporate Governance and Responsible Investment, Special Assistant responsibilities include, but are not limited to the following:

- Work with Corporate Governance Team to strategically respond to time sensitive inquiries and initiatives;
- Act as point of contact for investors and other stakeholders, and for other bureaus within the Comptroller's Office;
- Prepare, proofread and edit correspondence, shareholder proposals, reports and presentations;
- Organize and maintain electronic records of all relevant program materials including reports, presentations and correspondence;
- Identify, prioritize and follow-up on incoming issues and concerns addressed to the Assistant Comptroller, including those of a sensitive or confidential nature. Determine appropriate course of action, referral or response;
- Help plan and schedule meetings, conferences, conference calls and travel;
- Process and submit invoices, coordinate submission of reimbursement forms, travel and event requests, and order office supplies;
- Answer phones and greet visitors;
- Conduct special projects and other related assignments as requested by the Assistant Comptroller.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree from an accredited college or university and at least two (2) or more years of related full-time satisfactory experience in a financial services institution, policy/research organization, business organization or in a governmental setting.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Strong time management skills and the ability to work independently, prioritize assignments and meet deadlines;
 - Superior oral and written communication skills, organizational skills and attention to detail;
 - Proficiency in Microsoft Office Suite (Word, Excel and PowerPoint);
 - Ability to work well with colleagues and interact professionally with governmental officials and staff, investors and portfolio companies.
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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: March 18, 2016	POST UNTIL: Until Filled	JVN: 015/016/071
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The NYC Comptroller's Office is an Equal Opportunity Employer