

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Pension Public Information Manager
Salary:	\$60,000 - \$75,000
Bureau/Division:	Bureau of Asset Management
Period:	May 16, 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 portfolio is managed primarily by external investment managers and is largely invested in publicly-traded securities, with additional allocations to private equity, real assets, hedge funds and opportunistic fixed income investments.

The Pension Public Information Manager will be responsible for planning and implementing the dissemination of asset management and investment-related information to internal and external stakeholders. Under the direction of the Executive Director for Pensions, responsibilities for the Pension Public Information Manager include, but are not limited to, the following:

- Producing and disseminating pension information such as accessible reports and presentations related to fund investments, activities and programs of BAM, both internally and to external stakeholders and the public;
- Planning and managing presentation logistics of the New York City Pension System's Common Investment Meeting including drafting and compilation and retention of presentation materials, and coordinating BAM's involvement with outside conferences and other public events;
- Serving as liaison to various bureaus in responding to requests for information under the Freedom of Information Law (FOIL);
- Creating effective written materials for internal and external use including but not limited to power point, memoranda, statements, reports and talking points;
- Assisting with maintenance and updating of BAM's website to ensure accuracy and ease of access;
- Serving as a liaison to the Comptroller's Communications Office to address BAM-related media inquiries;
- Monitoring local, regional and national developments, events and issues related to BAM operations and large public pension fund and institutional investments;
- Performing other related assignments as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in public administration, communications, business or a closely related field and one (1) or more years of related experience in a financial services institution, business organization or governmental setting; or
 2. Bachelor's degree from an accredited college or university and three (3) or more years of progressively responsible experience as described above; or
 3. Satisfactory education and/or experience equivalent to "1" or "2" above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Experience and familiarity with the mission and operations of a large public institutional investment environment, particularly large public pension funds;
 - Superior writing, communication, research and presentation skills;
 - Exceptional organizational, time management and administrative skills and ability to coordinate multiple diverse projects and set and meet deadlines;
 - Ability to maintain confidentiality of work-related information and materials;
 - Knowledge of Microsoft Word, Excel, PowerPoint and Access.
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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: May 16, 2016	POST UNTIL: Until Filled	JVN: 015/016/083
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The NYC Comptroller's Office is an Equal Opportunity Employer