

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Special Assistant - Pensions
Salary:	\$50,000 - \$65,000
Bureau/Division:	Asset Management / Pensions Unit
Period:	June 24, 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 estate, infrastructure, hedge funds and opportunistic fixed income investments.

The Pension Unit is the primary point of contact for System staff and trustees. It manages, plans and coordinate the Systems' Common Investment Meeting (CIM). Under the direction of the Executive Director for Pensions and Special Counsel, responsibilities for the Special Assistant include, but are not limited to, the following:

- Assist Executive Director in review and evaluation of recommended fund allocations, maintain spreadsheets and databases;
- Prepare reports and briefings by collecting and analyzing data. Assist with research, analysis and coordination in policy and community relations work;
- Work with Pension Unit team to strategically respond to time sensitive inquiries and incoming issues addressed to the Executive Director. Determine appropriate course of action, referral or response;
- Act as a point of contact for trustees, retirement system staff, government officials, community representatives and other bureaus within the Comptroller's Office;
- Assist in the planning and execution of the CIM; plan and schedule other meetings, conferences, conference calls and travel;
- Create, proofread and edit correspondence, reports and presentations;
- Provide highly responsible administrative management and operational support;
- Conduct special projects as requested by the Executive Director and Special Counsel.

MINIMUM QUALIFICATION REQUIREMENTS

- Bachelor's degree from an accredited college or university and 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; **or**
- Master's degree in public administration, communications, business or a related field and one (1) or more years of full-time satisfactory experience as described above.

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

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: June 24, 2016	POST UNTIL: Until Filled	JVN: 015/016/092
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The NYC Comptroller's Office is an Equal Opportunity Employer