

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Special Assistant to the Deputy Comptroller
Salary:	\$65,000 - \$85,000
Bureau/Division:	Asset Management
Period:	November 28, 2014 - Until Filled

JOB DESCRIPTION

The New York City Comptroller's Office is responsible for oversight of the investment portfolios of the New York City Retirement Systems (Systems). This \$160 billion total portfolio is managed by external investment managers (cash is managed internally), and is largely invested in publicly-traded securities, with significant allocations to private equity, real estate assets, hedge funds, and opportunistic fixed income investments. The Comptroller's Bureau of Asset Management is overseen by the Deputy Comptroller for Asset Management / Chief Investment Officer. The Special Assistant will manage special projects and conduct research and provide highly responsible administrative management and operational support to the Deputy Comptroller for Asset Management / Chief Investment Officer.

Reporting directly to the Deputy Comptroller for Asset Management / Chief Investment Officer, the Special Assistant's responsibilities include, but are not limited to:

- Executing and conducting in-depth research related to investment policy, processes and operations including but not limited to investment controls, compliance procedures, procurement and contract administration and policy development;
- Collaborating and communicating with staff of the Bureau of Asset Management and Comptroller's Office to strengthen the operations and processes of the Bureau and agency and provide operational assistance to the Deputy Comptroller on a variety of initiatives;
- Assisting in the management, coordination and preparations of the priorities, schedules and activities of the Deputy Comptroller;
- Under the general direction of the management and by following the policies and priorities of the Bureau, planning and establishing administrative procedures for the Bureau of Asset Management and ensuring adherence to procedures and policy;
- Creating effective written materials for internal and external use including but not limited to memoranda, correspondence, presentations and reports; and
- Other related duties assigned by the Deputy Comptroller.

MINIMUM QUALIFICATION REQUIREMENTS

- Bachelor's degree from an accredited college or university and three (3) or more years of related full-time satisfactory experience in project management, a financial services institution, business organization or governmental setting; **or**
 - Master's degree in public administration, business or a related field and one (1) or more years of full-time satisfactory experience as described above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Experience with the development, implementation, and/or monitoring of policies and procedures within a large public institutional investment environment.
 - 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: November 28, 2014	POST UNTIL: Until Filled	JVN: 015/015/022
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The NYC Comptroller's Office is an Equal Opportunity Employer