

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Special Assistant to the Executive Director for Pensions & Special Counsel
Salary:	\$49,492 - \$59,000
Bureau/Division:	Asset Management / Pensions Unit
Period:	February 11, 2015 - Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems (Systems), consisting of five retirement systems – New York City Employees' Retirement System, Teachers' Retirement System, Police Pension Fund, Fire Department Pension Fund, Board of Education Retirement System – each with its own Board of Trustees. This \$160 billion portfolio is managed primarily by external investment managers. In addition, approximately \$10 billion of city agency funds are invested internally.

The Executive Director of Pensions represents the Comptroller at each of the monthly Board meetings and acts as the liaison between Board Trustees and the Comptroller's office. The Special Counsel provides legal and policy advice on operations, compliance and investment policy, including but not limited to manager diversity and environmental, social and governance (ESG) policies.

Reporting to the Executive Director of Pensions and Special Counsel, Special Assistant responsibilities include, but are not limited to, the following:

- Work with Pension Unit team to strategically respond to time sensitive inquiries and initiatives; prepare reports and briefings by collecting and analyzing data; assist with research, analysis and coordination in legal, legislative, policy and community relations work;
- Act as a point of contact for trustees, retirement system staff, government officials, community representatives and other bureaus within the Comptroller's Office;
- Prepare, proofread and edit correspondence, reports and presentations;
- Research, prioritize and follow up on incoming issues and concerns addressed to the Executive Director and/or Special Counsel, including those of a sensitive or confidential nature. Determine appropriate course of action, referral or response;
- Assist in planning and scheduling meetings, conferences, conference calls and travel;
- Provide highly responsible administrative management and operational support;
- Conduct special projects as directed by the Executive Director and Special Counsel.

MINIMUM QUALIFICATION REQUIREMENTS

- Bachelor's degree from an accredited college or university and four (4) 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

- Excellent oral and written communication skills including proficiency in Microsoft Office Suite;
- Superior research and analytical skills and knowledge of New York City government and major public policy issues preferred;
- Exceptional time management skills, attention to detail, and the ability to prioritize assignments and meet deadlines;
- 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 11, 2015	POST UNTIL: Until Filled	JVN: 015/015/038
---	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer