

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Director of Data Analytics
Salary:	\$115,000 - \$135,000
Bureau/Division:	Budget / Data Analytics
Period:	August 7, 2015 – Until Filled

JOB DESCRIPTION

The mission of the Comptroller's Office is to ensure the financial health of New York City, in part by advising on the City's financial condition. The Data Analytics division will generate independent research, perform predictive modeling and provide analysis of programmatic, budgetary and economic issues.

Under the direction of the Deputy Comptroller for Budget, the responsibilities of this critical management position include, but are not limited to, the following:

- Develop and manage tools for the examination and reporting of large, complex datasets utilizing analytics and statistical software and other appropriate programs;
- Mine unstructured data for patterns and relationships; analyze and model structured data using advanced statistical methods, algorithms and programs;
- Evaluate the origin, utility and limitations of existing data sets; collaborate with stakeholders for the development of new data resources, making data useful for policy evaluation and financial analysis;
- Design and direct research projects utilizing performance and economic indicators and multiple datasets for predictive modeling, programmatic reports, policy briefs and other initiatives;
- Manage the Data Analytics Division that monitors the City's cash position, forecasts the daily cash balance, and prepares the Quarterly Cash Report, highlighting major changes during the quarter;
- Supervise a staff of 4 and ensure that the division functions in an efficient, effective and responsive manner;
- Provide analytic support across the Comptroller's Office, reviewing and assessing bureaus' research data and findings;
- Represent the Comptroller's Office at internal and external meetings regarding data analytics, budgetary analysis, cash balance and associated matters;
- Perform related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

Graduate degree (preferably a Doctorate/Ph.D) from an accredited college in economics, finance, accounting, business administration, mathematics, statistics, or closely related field, and five (5) or more years of progressively responsible full-time professional experience in one or a combination of the following: data analytics, program and policy evaluation, fiscal and economic research and analysis, cash management, financial planning, accounting or in a closely related area. Eighteen (18) months of this experience must have been in a managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above.

Note: Earned doctorate in the above-listed fields may be substituted for one year of full-time professional experience as described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Strong quantitative data analysis skills and experience analyzing large, complex data sets.
 - Demonstrated substantive financial or budgetary experience.
 - Familiarity with and exposure to government agencies, policy, programs, datasets, finances and budget, particularly those related to the City of New York.
 - Demonstrated ability to work with a variety of software applications.
 - Excellent interpersonal, communication, report writing, editing and organizational skills.
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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: August 7, 2015	POST UNTIL: Until filled	JVN: 015/016/004
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The NYC Comptroller's Office is an Equal Opportunity Employer