

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Director of Outreach
Salary:	\$60,000 - \$75,000
Bureau/Division:	Bureau of Labor Law
Period:	December 11, 2017 – Until Filled

JOB DESCRIPTION

The NYC Comptroller's Bureau of Labor Law sets and enforces prevailing wage rates for construction, building service and other workers on New York City public works contracts under Articles 8 and 9 of the NYS Labor Law and section 6-109 of the NYC Administrative Code. The Bureau also sets and enforces prevailing wage rates for building service workers in buildings with tax benefits under section 421-a of the NYS Real Property Tax Law. The Bureau further enforces living wage rates for workers in various occupations on New York City contracts under section 6-109 of the NYC Administrative Code and minimum average hourly wage for construction workers on certain buildings with tax benefits under section 421-a of the NYS Real Property Tax Law.

Under the supervision of the Assistant Comptroller for Labor Law, the Director of Outreach will ensure that covered workers and employers are aware of their rights and responsibilities under the above-mentioned laws. The responsibilities for the position include, but are not limited to, the following:

- Respond to telephone, email and in person general inquiries about covered workers' and employers' rights and responsibilities under the above-mentioned laws;
- Conduct intake interviews, work site visits and provide assistance to workers who wish to file complaints with the Bureau for underpayment of wages or benefits;
- Develop an immigrant outreach program to ensure that immigrant workers are aware of their rights under prevailing wage and living wage laws in New York City;
- Develop an industry outreach program to ensure that construction and building service contractors understand their responsibilities under prevailing wage and living wage laws in New York City;
- Develop an educational program to assist City agencies in better monitoring and enforcing prevailing wage mandates. Organize seminars for agency attorneys, contracting officers and labor law investigators; and,
- Perform other related assignments and special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college and three (3) or more years of progressively responsible experience in community organizing, labor relations, labor law, public policy, journalism, advertising or performing community work assisting individuals in accessing public or private services and programs, or in a closely related field; or
2. Education and/or experience equivalent to "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated experience in labor law, community organizing, and/or labor policy preferred;
- Excellent public speaking skills;
- Strong analytical skills and a background in construction and/or engineering is a plus;
- Proven time management and organization skills and the ability to handle multiple projects simultaneously;
- A valid New York State driver's license;
- Knowledge electronic databases used to perform mass electronic mailings, such as Event Brite, Mail Chimp etc.
- Stellar verbal and written communication skills, including report writing skills and expertise in Microsoft Office Suite applications (MS Word, PowerPoint and Excel).

Note: Candidate must be flexible to work evenings and weekends with intra-city travel.

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: December 11, 2017	POST UNTIL: Until Filled	JVN: 015/018/034
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The NYC Comptroller's Office is an Equal Opportunity Employer