



New York City Employees' Retirement System **Job Vacancy Notice CITYWIDE**

Civil Service Title: Administrative Staff Analyst, M-7

Salary: \$100,000-\$137,542 (Annual)

Title Code: 10026

Division: Security & Facilities

Job Description:

The New York City Employees' Retirement System (NYCERS) seeks to hire a Director of Security and Facilities, who will be responsible for safeguarding the Agency's facilities in Brooklyn and Long Island City. This position requires confidence, independent action, initiative, sense of urgency, and the ability to make decisions and take responsibility for them.

The Director will advise the Executive Director on all matters related to the safety of NYCERS' employees and property, including constant threat analysis, personnel issues, staffing assignments and training for security and facilities personnel. Oversees contract security resources in the Customer Service Center to ensure that there is appropriate coverage and to ensure the safety of our clients and employees, including immediately responding to any conflicts. This position requires interaction with Property Management, the New York City Police Department and Fire Department of New York.

The Director of Security and Facilities is responsible for the development, coordination, management and communication of security plans through proactive leadership, engagement of security staff to maximize efficiency, and constant assessment of the efficacy of all physical security programs to make timely recommendations to the Executive Director. Provides active shooter and violence prevention training to over 500 staff and consultants annually.

The Director of Security and Facilities oversees and manages a staff of over 40 individuals in two locations. They manage the document control, scanning and indexing operations located in Brooklyn and Long Island City. They also manage and oversee the Agency's Records Retention Policy and Procedures, including archival record keeping and maintenance of the file storage and equipment.

The Director works with Finance Division Banking Operations Unit to oversee and monitor check transactions to surface and resolve errors and ensure that preventive actions are taken to prevent overpayments and fraud. The Director works with the Director of Finance to conduct a Corruption and Fraud Risk Analysis annually.

This position requires proficiency in building plans, including access control, alarm systems, emergency equipment and evacuation procedures. Preparation of quality assurance metrics, drafting security and facility reports, conducting independent background checks, procuring goods and services, training members of the internal Emergency Response Team, authorizing and executing emergency evacuation & disaster recovery plans, and managing, maintaining and transporting highly confidential documents and data.

As an Equal Employment Opportunity Officer, reporting directly to the Executive Director, maintains the Equal Employment Opportunity Plan and Program in accordance with the law, and guidelines issued by the City's Equal Opportunity Division. Conducts EEO investigations and interviews and works to address any inequities discovered in selection, placement, employee development, training, promotion, working conditions, and discipline.

MINIMUM REQUIREMENTS ARE ATTACHED
NEW YORK CITY RESIDENCY IS REQUIRED

DATED: 3/5/2019

POST UNTIL: 3/18/2019

NYCERS POSTING NUMBER:
009-19-0057



Requirements:

- Ability to apply a holistic approach to the security program and operational demands to ensure alignment of all security efforts;
- Knowledge of physical security equipment;
- Experience working with the C•CURE security management system and DVR security;
- Experience configuring, managing and monitoring an emergency management notification system;
- Experience managing and monitoring a visitor management system;
- Ability to be on call 24 hours a day, seven days a week, with flexible hours;
- Financial and check fraud investigation experience for a large institution; and
- A baccalaureate degree from an accredited college and 5 years of satisfactory, full-time experience related to the position. Experience working with a computerized security system.

Preferred skills:

- Full-time, paid experience managing and maintaining physical and information security in a highly confidential environment
- Certified Fraud Examiner
- NYC FDNY Emergency Action Plan Certification
- Fire Safety Certification
- EEO training and experience
- Law enforcement experience in the financial and government sectors
- Fraud protection experience in a banking or financial institution
- Knowledge of emergency management and disaster recovery planning and implementation
- Experience with incident management techniques and implementation
- Experience managing security operations in multiple locations
- Knowledge of New York City procurement procedures
- Knowledge of and experience working with computer systems

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TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job Posting ID number 009-19-0057 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 385735

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 385735

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Minimum Qualification Requirements:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.