

**City of New York
DEPT OF INVESTIGATION
Job Vacancy Notice**

Civil Service Title: Inspector General	Level: M4
Title Code No: 31145	Salary: Commensurate with Experience
Office Title: Inspector General	Work location: Manhattan
Division/Work Unit: NYC Housing Authority IG Office	Number of Positions: 1

Job Description

Under executive direction of the Commissioner of the Department of Investigation or her designee, the Inspector General (IG) for the NYC Housing Authority (NYCHA) provides overall direction to the NYC Department of Investigation's Office of the Inspector General for NYCHA, a public benefit corporation created for the express purpose of providing safe, affordable housing for persons with low or moderate income in the City of New York and the largest public housing authority in the country. NYCHA employs approximately 11,726 employees and has a \$2.8 billion operating budget and a \$970 million capital budget. It houses over 402,000 residents in 338 developments throughout the five boroughs, and administers over 95,000 Section 8 apartments. NYCHA faces issues that deal with housing, contracting, leasing, insurance, banking, legislation, social service programs, etc.

The IG office is responsible for investigating any possible corruption, wrongdoing, waste or gross mismanagement within or involving NYCHA and oversees investigations involving misconduct or illegal or improper activities by persons and entities that deal with NYCHA. The IG office conducts investigations, audits and integrity tests; it analyzes internal controls and procedures; and it seeks to identify vulnerabilities and corruption hazards. The IG manages a staff of approximately 46, including lawyers, accountants, investigators and administrative personnel, and interacts with the NYCHA board of directors, executive staff members and personnel, other law enforcement agencies and prosecutors' offices.

The candidate must have significant prior investigation and supervisory experience and the highest professional and personal ethical standards. The candidate must have strong and proven written and oral communication skills and relevant business experience with an appreciation for sound business practices and effective internal controls.

Qualifications

1. A baccalaureate degree from an accredited college and five years of full-time experience in investigation, auditing, law enforcement, law, finance, investment banking, banking or real estate finance, with at least 18 months experience in a supervisory, managerial or executive capacity.
2. The preferred candidate will have a degree in law (J.D.) or business (M.B.A.). Experience with the construction trade and industry is also helpful.

The Department of Investigation requires a two-year commitment from new hires
Appointments are subject to Office of Management & Budget (OMB) approval for budgeted headcount

To Apply:

PLEASE SUBMIT COVER LETTER, RESUME, AND WRITING SAMPLE TO:
Personnel@doi.nyc.gov

The JVN# MUST be the only text in the subject line of email. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension. Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:
Recruitment Division
NYC Department of Investigation
80 Maiden Lane, 25th floor
New York, NY 10038

Post Date: 07/21/2009

Post Until: Filled

JVN: 032-10-001