

**NEW YORK CITY DEPARTMENT OF FINANCE**

**CITYWIDE JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Administrative Staff Analyst, M-II	<b>TITLE CODE #:</b> 10026
<b>OFFICE TITLE:</b> Modeling Manager	<b>SALARY:</b> \$54,740 – \$146,276
<b>DIVISION/WORK UNIT:</b> Tax Policy & Planning – Property	<b>WORK LOCATION:</b> City of New York
<b>NUMBER OF POSITIONS:</b> One (1) Unless otherwise indicated, all positions require a five-day workweek.	
<p><b>JOB DESCRIPTION:</b> The Tax Policy &amp; Planning Division seeks to hire a manager to oversee a property tax modeling unit and assist in mass valuation of New York City's one million tax parcels. The Property Division helps people pay the right amount on time by ensuring all New York City properties are valued fairly, accurately and consistently.</p> <p>In conjunction with the implementation of new mass appraisal software, we are building a modeling team to construct/run statistical analyses and models designed to assist in the valuation of real estate. The modeling manager will be the team leader and provide direction in valuation model development. Duties and responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ Supervise, train and direct modeling team in conducting extensive research and analysis of property related data, including but not limited to sales, cost, market trends, economic conditions and other factors impacting value and analysis of models.</li> <li>▪ Construct, document and assess mathematical models that predict the market value of properties from real estate data, for various property valuation methodologies, such as comparable sales, rent, cost and regression.</li> <li>▪ Consult with management to meet modeling objectives. Make recommendations regarding modeling and data mining techniques to enhance property data collection and valuation.</li> <li>▪ Use data assets to make recommendations to support more efficient allocation of resources.</li> <li>▪ Prepare management reports defining and evaluating model performance issues and solutions.</li> <li>▪ Use SPSS, SAS, ESRI ArcInfo or similar statistical and geographic information system (GIS) software to manipulate data, construct models and perform analyses.</li> </ul> <p><b>QUALIFICATION REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol> <p><b>Preferred Skills:</b></p> <ul style="list-style-type: none"> <li>▪ Experience constructing property mass appraisal models for a government entity, including at least five years of full-time experience constructing and running statistical analyses and models.</li> <li>▪ Experience as a project leader/manager supervising studies that involve data analyses, statistical sampling and data mining.</li> <li>▪ Strong management skills. Excellent written and spoken communication skills with ability to relay complex ideas to individuals with varying levels of expertise.</li> <li>▪ Extensive experience with SPSS, SAS or similar software</li> <li>▪ Strong programming skills and working knowledge of Microsoft Office suite (Word, Excel and Access)</li> <li>▪ Knowledge and experience in the valuation of real properties</li> <li>▪ Experience with GIS technology.</li> </ul>	
<b>Appointment to this title must comply with the City's residency requirement.</b>	
<b>TO APPLY FOR CONSIDERATION, SEND A RESUME AND COVER LETTER, WHICH LISTS THE JOB VACANCY NUMBER, YOUR SALARY HISTORY, AND POSTING LOCATION TO:</b>	
<b>NAME: Employee Services Helpline</b>	<b>NYC DEPARTMENT OF FINANCE</b>
<b>ADDRESS:</b> 59 Maiden Lane, 22 <sup>nd</sup> floor New York, N.Y. 10038	
<b>Email:</b> * <a href="mailto:employeehelp@finance.nyc.gov">employeehelp@finance.nyc.gov</a>	
<b>EMPLOYEES ARE ENCOURAGED TO APPLY ALL INTERVIEWS ARE BY APPOINTMENT ONLY!</b>	
<b>*IF APPLYING BY E-MAIL, PLEASE INDICATE THE JVN# IN THE SUBJECT LINE OF THE E-MAIL</b>	
<b>DATED:</b> 5/6/10	<b>POST UNTIL:</b> 5/19/10 <b>JVN:</b> 836-10-4609B
<b>THE NEW YORK CITY DEPARTMENT OF FINANCE IS AN EQUAL OPPORTUNITY EMPLOYER. PLEASE POST ON BULLETIN BOARD</b>	