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DEPT OF HEALTH/MENTAL HYGIEN
Job Posting Notice

Job ID 519101 **# of Positions** 1

Business Title Assistant Commissioner, Bureau of Alcohol and Drug Use Prevention, Care and Treatment **Title Code No** 95443 **Level** M4

Civil Service Title ASSISTANT COMMISSIONER (SUBSTA) **Proposed Salary Range** \$ 80,931.00 - \$160,000.00 (Annual)

Title Classification Non-Competitive

Job Category Health

Career Level Executive

Work Location 42-09 28th Street

Division/Work Unit Alcohol, Drug Prev & Treatment

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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Job Description

The NYC Department of Health and Mental Hygiene (Health Department) is seeking an Assistant Commissioner to lead the Bureau of Alcohol and Drug Use Prevention, Care and Treatment (BADUPCT).

The Assistant Commissioner of BADUPCT will be responsible for leading a large and diverse team in the strategic development, implementation, and oversight of a comprehensive public health, racial justice, and health equity approach to reducing morbidity and mortality related to alcohol and drug use in New York City. BADUPCT develops, funds, implements, and evaluates innovative prevention and intervention programs and policies through contracting treatment, harm reduction, prevention, and support services; policy analysis and development; epidemiology, research and surveillance; creating and disseminating treatment and clinical guidelines; provision of harm reduction services; provider outreach, engagement, and education; community engagement and education; and inter/intra agency collaboration.

The ideal candidate will be able to navigate complex political dynamics and collaborate with multiple sectors and communities to achieve goals; demonstrate respect, dignity, compassion, and empathy in their management style; prioritize transparency, shared-leadership, and inclusive decision-making whenever possible; and has a record of success in advancing antiracist, LGBTQIA+ affirming, and racial equity-informed initiatives with particular focus on anti-stigma work and the social inclusion of people who use drugs.

Responsibilities

- Lead and oversee activities in the areas of research and surveillance; harm reduction and overdose education and response; treatment and support; service innovation, integration, and quality improvement; policy advocacy, analysis, and development; prevention, public education, and communications; and stakeholder engagement.
- Work closely with the Bureau of Mental Hygiene Administration to manage and monitor budgetary, personnel, and administrative functions for a bureau of approximately 130 staff (direct and indirect reports) and a budget of approximately \$100 million in contracted and direct services.
- Develop a strategic vision and priorities for the Bureau and its initiatives which centers on data and policy; harm reduction; people with lived experience and communities impacted by the harms of substance use; structural determinants of health and substance use; and racial equity and social justice goals, strategies, and interventions.
- Actively create a culture of inclusion and collaboration within the Bureau, Division of Mental Hygiene, and across the Health Department, including ensuring the Bureau's vision and priorities are aligned with Divisional and Agency priorities.
- Create sustainable, anti-racist, and equity-focused processes and procedures; support ongoing implementation and growth of an anti-racist framework both internally and externally.
- Represent the Bureau/Division/Agency to Mayoral Offices and in meetings or speaking engagements with other government and non-government partners.
- Collaborate and partner with various community sectors, other Bureaus and Divisions, sibling agencies, and government and non-government partners to address needs related to alcohol and drug use.
- Critically evaluate new scientific information and ensure effective program monitoring and evaluation to create or incorporate pioneering approaches into Bureau's work.
- Establish, maintain, and grow partnerships with provider communities as well as community member and issue advocacy groups.
- Serve as the principal advisor to the Executive Deputy Commissioner for Mental Hygiene on all bureau-related issues.

Minimum Qual Requirements

1. A Baccalaureate Degree from an accredited college and five (5) years of full-time paid experience in an administrative position related to public health practice, including one (1) year in a managerial capacity in a program closely related to addiction control services; or
2. High school graduation or evidence of having passed an examination for a high school equivalency diploma and ten (10) years of experience related to the duties of the position, including two (2) years in a managerial capacity; or
3. A satisfactory equivalent.

A Master's Degree in Public Health may be substituted for two (2) years of the requisite experience described in (1 above)

Preferred Skills

- Expertise in the delivery of evidence-based approaches to reduce the health and social impact of alcohol and drug use.
- Demonstrated commitment to and experience with harm reduction, racial and health equity, social justice, LGBTQIA+ affirming, and antiracist approaches and frameworks
- Demonstrated success as a strategic leader capable of implementing initiatives or organizational change in complex health, behavioral health, government, community, and/or other systems of treatment, care, and support

- Experience creating, implementing, monitoring, and evaluating new policies, initiatives, or programs
- Ability to identify political opportunities and advocate for solution-oriented strategies to make policy/system or programmatic change within complex bureaucratic institutions
- Creative problem-solver who prioritizes inclusive and multi-disciplinary collaboration
- Familiar with and able to juggle competing priorities and requests on accelerated timelines
- Confident decision-maker and exercises good judgement
- Extensive experience in organizational planning and oversight, including budgeting and staffing
- Outstanding written and oral communication skills
- Exceptional interpersonal and team-building skills
- Experience with scientific writing, publishing, and review
- Detail-oriented.

Additional Information

****IMPORTANT NOTES TO ALL CANDIDATES:**

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver's license.
- Proof of Education according to the education requirements of the civil service title.
- Current Resume
- Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting's "Minimum Qualification Requirements" section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

****LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOHMH qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

"FINAL APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT & BUDGET APPROVAL"

To Apply

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number # 519101.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

The NYC Health Department is committed to recruiting and retaining a diverse and culturally responsive workforce. We strongly encourage people of color, people with disabilities, veterans, women, and lesbian, gay, bisexual, and transgender and gender non-conforming persons to apply.

All applicants will be considered without regard to actual or perceived race, color, national origin, religion, sexual orientation, marital or parental status, disability, sex, gender identity or expression, age, prior record of arrest; or any other basis prohibited by law.

NOTE: This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate in your resume that you would like to be considered for the position under the 55-a Program.

Residency Requirement

A person serving in a mayoral agency in any of the following civil service titles shall be a resident of the city on the date that he or she assumes such title or shall establish City Residence within ninety days after such date and shall thereafter maintain City residency for as long as he or she serves in such title: agency heads, including but not limited to Commissioner, First Deputy Commissioner, Executive Deputy Commissioner, Deputy Commissioner, General Counsel, Assistant Deputy Commissioner, Associate Commissioner, Assistant Commissioner.

**POSTING
DATE** 02/07/2022

POST UNTIL Until Filled

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.