

Job Description

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DEPT OF HEALTH/MENTAL HYGIENE
Job Posting Notice
Job Details

Job ID:	278265	# of Positions:	1	
Business Title:	Assistant Director, Cancer Prevention Program, Bureau of Chronic Disease and Tobacco Control			
Civil Service Title:	CITY RESEARCH SCIENTIST	Title Code No:	21744	Level: 4B
Title Classification:	Non-Competitive			
Job Category:	Policy, Research & Analysis			
Career Level:	Experienced (non-manager)	Proposed Salary Range:	\$ 90,084.00 - \$130,939.00 (Annual)	
Work Location:	42-09 28th Street			
Division/Work Unit:	Chronic Disease Prevention			

Job Description

AMENDED IN JOB DESCRIPTION (1.17.2017)

The New York City Department of Health & Mental Hygiene is a world-renowned agency with a long tradition of protecting and promoting health in the nation's most culturally and linguistically diverse city. Since its creation as the Board of Health in 1805, the DOHMH has been recognized for its innovative and groundbreaking work to protect and promote the health of over 8 million residents.

The Bureau of Chronic Disease Prevention and Tobacco Control spearheads programs and initiatives to reduce the burden of chronic diseases in NYC by addressing the underlying risk factors that lead to obesity, heart disease, cancer, diabetes and stroke. The Bureau aims to reduce the leading causes of preventable deaths through innovative environmental and systems changes and groundbreaking policies that promote healthy eating, physical activity, and tobacco control.

The mission of the Cancer Prevention Program is to address risk factors for cancer at the population level as well as reduce cancer incidence and mortality. Cancer remains the second leading cause of death in New York City, and the leading cause of premature death. The reduction and elimination of health inequities is a core component of all Cancer Prevention Program initiatives.

The mission of the Cancer Prevention Program is to reduce the incidence of cancer and its mortality and to promote prevention and early detection initiatives to protect the health of at-risk New Yorkers. The Cancer Program is focused on the development of programs and interventions that address prevention, improved early detection and treatment of cancer. The program has focused largely on improving screening and early detection for colorectal cancer and also conducts activities addressing breast and cervical cancer screening. The Cancer Prevention Program has a particular focus on disparities in screening, diagnosis, and treatment.

Under the supervision of the Director of the Clinical & Scientific Affairs Unit of the Bureau of Chronic Disease Prevention and Tobacco Control, the Assistant Director of the Cancer Prevention Program will be responsible for strategic planning, program oversight, and implementing programs to prevent cancer in NYC with overarching goals to improve care and reduce health disparities related to cancer.

Duties:

- Develop long-term and short-term program goals, objectives, and priorities.
- Develop and comment on proposed regulations, standards, guidelines and legislation regarding cancer prevention and control issues.
- Coordinate and direct activities with resources within the DOHMH, including research, monitoring, and evaluation activities.
- Collaborate effectively with external partners necessary for program implementation and expansion by maintaining and creating effective lines of communication for joint efforts.
- Present and explain the Bureau's activities to senior agency personnel and groups outside of DOHMH.
- Represent the Bureau as needed at relevant national and local conferences and meetings.
- Identify new research opportunities in order to explore new program areas.
- Direct and supervise multiple team members.
- Recommend or revise policies and procedures related to program activities.
- Mobilize funding plans to sustain and expand programs.
- Manage the Program budget.
- Oversee the management of Program contracts.
- Recruit and hire personnel according to hiring plans and needs.

Minimum Qual Requirements

1. For Assignment Level I (only physical, biological and environmental sciences and public health) A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

To be appointed to Assignment Level II and above, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

NOTE:

Probationary Period

Appointments to this position are subject to a minimum probationary period of one year.

Preferred Skills

- Experience in program management, planning, development, implementation, and evaluation
- Experience with colorectal and/or breast cancer prevention programs preferred
- Ability to manage multiple initiatives between complex organizations
- Familiarity with research methods and program evaluation, including knowledge of statistical methods and data analysis
- Knowledge and experience in epidemiologic design and analysis, assessment, evaluation of public health approaches and policy issues
- Experience in fiscal management
- Knowledge of policy analysis and development

- Experience in writing grant proposals, program reports, and presentations
- Ability to effectively communicate in a large public forum
- Ability to work rapidly and effectively in a high-profile environment
- Strong supervisory, administrative and organizational skills
- Experience in collaboration and partner development both within complex organizations and with external partners

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>

To Apply

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number # 278265.

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

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 01/11/2017

POST UNTIL: 04/18/2017

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