

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK RICHARD W. THOMAS, MAYOR

POSITION: Inspector General

DEPARTMENT: Office of the Inspector General

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for sexual harassment or reprisal.

OPENING DATE: March 2, 2016

CLOSING DATE: March 14, 2016

SALARY RANGE: \$ open

Distinguishing Features of Position: The primary responsibility of this position involves the conduct of confidential investigations of government operations, and personnel to insure the efficient and effective delivery of municipal services and to prevent fraud and mismanagement. The Inspector General develops internal audit controls as needed, and performs operational reviews to ensure compliance with established policies and procedures. This position is appointed by the Mayor, and the Inspector General shall hold office until the end of the term of the Mayor by whom he/she was appointed and until his successor is appointed.

Examples of Work: (Illustrative only)

Receives and investigates complaints from any source, or upon his/her own initiative, concerning allegations of corruption, fraud, criminal activity, conflicts of interest or abuse in any covered agency. Investigates allegations of employee misconduct, abuse, fraud, mismanagement and waste, criminal activity, conflicts of interest or abuse in any covered agency. Works with commissioners and department heads to establish and monitor adequate internal controls to ensure the integrity of the agency and department operations to reduce vulnerability to fraud. Monitors the conduct of city vendors and contracts to prevent fraud and abuse. Oversees internal audits of covered agencies and departments' financial systems and operations; monitors the management of the sick leave and disability and pension systems; testifies in civil and criminal proceedings; attends conferences and meetings to keep abreast of current laws and practices; prepares and provides written reports of all investigations to the Mayor, Comptroller and the City Council and releases to the public written reports of such investigations.

Required Knowledge, Skills and Abilities: Must have specific experience in the investigation of 207-a claims, 207-c claims, workers compensation claims, disability claims, sick leaves claims; thorough knowledge of the principles and practices of public administration; knowledge of investigative techniques and procedures; ability to develop and enforce internal auditing controls. **Minimum Qualifications:** College degree with ten (10) years experience in law enforcement/inspector general's office, substantial background in conducting investigations/audits, OR attorney or CPA license to practice in the State of New York for ten (10) years, corresponding to the "Typical Work Activities" of this position.

Resumes and letters of interest should be addressed to:

Department of Human Resources-2nd Fl.

City of Mount Vernon, N.Y. 10550

Tel. (914) 840-4007 Fax (914) 665-0839