

**City of New York
CONSUMER AFFAIRS
Job Vacancy Notice**

Civil Service Title: Administrative Public Information Specialist	Level: M1
Title Code No: 10033	Salary: Commensurate with experience
Office Title: Senior Advisor, State and Federal Policy	Work location: 42 Broadway, New York, NY
Division/Work Unit: External Affairs	Number of Positions: 1
Job ID: 187007	Hours/Shift: 35 hours (minimum)

Job Description

The Department of Consumer Affairs (DCA) empowers consumers and businesses to ensure a fair and vibrant marketplace. DCA licenses and regulates over 80,000 businesses in 55 different industries, and enforces the Consumer Protection Law and other related business laws in New York City. The agency educates the public and businesses through outreach and partnerships with stakeholders throughout the City. DCA performs onsite inspections of businesses to ensure compliance with license regulations, weights and measures regulations, and the New York City Consumer Protection Law. Effective April 1, 2014, under New York City's Earned Sick Time Act, most employers in New York City will be required to give their employees sick leave. DCA is charged with enforcement of this law.

DCA's Office of Financial Empowerment (OFE) assists low-income and immigrant New Yorkers to build assets and make the most of their financial resources by providing free financial counseling at more than 30 Financial Empowerment Centers, access to mainstream banking, and encouraging Earned Income Tax Credit utilization.

The External Affairs division at DCA is currently seeking a dynamic, resourceful, results-oriented policy expert as the Senior Advisor for State and Federal Policy within the External Affairs division. Reporting to the Deputy Commissioner of External Affairs, the individual occupying the role will be responsible for monitoring on all relevant state- and federal-level legislative and regulatory issues and efforts, assisting the Deputy Commissioner in the management of relationships with state and federal elected officials, and advising on the implementation of local laws. The role will require excellent writing skills, experience working with consumer protection and/or financial empowerment issues at the federal level – either in government or in advocacy, and at least one year of communications-related experience. Responsibilities include advising the External Affairs, Legal, and Communications divisions in the following ways:

- **Oversee DCA's State and Federal legislative activities**
 - Serve as primary point of contact for DCA's representative in the Mayor's Office of State Legislative Affairs and the Mayor's Office of Federal Legislative Affairs and respond to requests for DCA's position on legislation.
 - Analyze State and Federal legislation affecting DCA and work with the Commissioner, OFE, Legal and External Affairs to determine the Agency's position on relevant legislation.
 - Draft memoranda in support and opposition of priority bills and coordinate internal approval process.
 - Engage with legislators and committee staffers to advance DCA's positions.
- **Draft and present internal and external policy documents**
 - Draft testimony, formal letters regulatory comments, statements of principles, and other documents articulating DCA's state and federal policy positions,
 - Prepare thorough, clear and professional memos, reports, charts and presentations summarizing policy analysis and/or research.
 - Draft concise and consumer-friendly fact sheets in conjunction with External Affairs, Legal and OFE on relevant consumer financial protection issues.
 - Produce briefing documents on DCA's state and federal legislative priorities and individual topics to share with key external stakeholders, including legislators and regulators.
- **Lead development and implementation of strategies for policy advocacy related to banking, credit, asset building, tax policy, financial empowerment and other fields as applicable.**
 - Research, analyze and track regulatory and state and federal legislative proposals.
 - Analyze legislation, regulations, court proceedings and research in relevant fields.
 - Develop and monitor progress on financial empowerment policy agenda and advance key issues.
 - Actively seek opportunities to present DCA's research and policy positions at conferences and policy forums.

• **Support the cultivation and maintenance of relationships with key government, non-profit, advocacy, and private sector stakeholders at the federal, state, and local levels to inform and advance DCA’s policy priorities.**

- Establish and build relationships with staff at key agencies, including financial services regulators, Federal and State legislative offices, research and advocacy organizations, and the private sector to build support for DCA’s legislative agenda.
- Develop and lead meetings with external stakeholders and legislative offices, including identifying strategic meetings, working with relevant liaisons to vet and schedule, preparing briefing documents for attendees, moderating the meeting, and following up on next steps towards key outcomes.
- Conceive and produce panels and policy roundtables as appropriate on topics important to DCA’s state and federal legislative agendas.

Qualification Requirements

1. A Baccalaureate degree from an accredited college with 24 credits in English, journalism or public relations, plus five (5) years of full-time paid experience in public relations, journalism or advertising, including two (2) years in an administrative, supervisory or consultative capacity; or
2. A combination of education and/or experience which is equivalent to “1” above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.

PLEASE NOTE: New York City residency is 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.

Preferred Skills:

- Experience in government at the federal level
- Proven track record of results and excellence as a member of a policy team
- Excellent written and oral communication skills (writing samples will be required)
- Strong interpersonal skills
- Demonstrated experience with devising and implementing processes

To Apply

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and search by Job ID number.

For Current City Employees: Visit [Employee Self Service \(ESS\)](#) to view and click on Recruiting Activities, Careers, and search by Job ID number.

***A RESUME AND COVER LETTER ARE REQUIRED.
PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 3/16/2015

Post Until: Filled

DCA and The City of New York are Equal Opportunity Employers