

DIRECTOR OF THE MAYOR'S OFFICE OF APPOINTMENTS

General Statement of Duties and Responsibilities:

This is a management class of positions.

Under executive direction, with broad latitude for independent action and decision making, is responsible for recruitment, selection and appointment process for all personnel activities for the Office of the Mayor.

Examples of Typical Tasks

Supervises the confidential recruitment work of portfolio managers, vetting attorneys, research, and communications teams to facilitate the hiring process for the leadership of City agencies, mayoral offices, and mayoral appointed Boards and Commissions;

Develops recommendations for senior level, board and commissioner appointments for the Mayor and Deputy Mayors' review;

Collaborates with commissioners and boards in the recruitment process of qualified candidates;

Oversees special projects and initiatives that are aimed at data reporting and ensuring office best practices with respect to talent recruitment, leadership diversity outcomes and the onboarding of new appointees;

Manages contacts for recruitment and talent retention;

Cultivates relationships with important stakeholders.

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Qualification Requirements

A Baccalaureate degree from an accredited college or university and five years of full-time professional experience including a minimum of three years of talent recruitment experience of which at least two years must have been in an administrative, managerial or executive capacity or supervising personnel performing activities related to the duties of the position

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.