

DIRECTOR OF THE OFFICE OF IMMIGRANT AFFAIRS

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, leads and promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. All personnel perform related work.

Examples of Typical Tasks

Works closely with sister cities around the country to promote innovations in immigrant integration.

Oversees the office's functions including policy analysis, constituency services, public education, outreach and events.

Oversees and supervises management of all agency programs and teams.

Represents the Office of the Mayor both internally across the administration and externally with elected officials, key stakeholders, the press, and the public.

Oversees all external affairs for the Mayor's Office of Immigrant Affairs.

Creates and fosters relationships between City government and community-based organizations.

Manages the citywide volunteer language bank, and coordinates translations and interpreting services for City government.

Leads the development and execution of Agency agenda and priorities.

Creates and conducts trainings for staff across the Agency.

DIRECTOR OF THE OFFICE OF IMMIGRANT AFFAIRS

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 leading policy and program work in immigrant communities 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.