

**EXECUTIVE DIRECTOR OF THE COMMISSION ON GENDER EQUITY**

**General Statement of Duties and Responsibilities:**

This is a management class of positions.

Under executive direction of the First Deputy Mayor of Strategic Policy Initiatives, with broad latitude for independent action and decision making, leads efforts that aim to help New York City agencies dismantle institutional barriers for women and girls, reduce gender-based inequity and build a safer, more inclusive and economically mobile city for women and girls.

**Examples of Typical Tasks**

Identifies, assesses, and informs the Commission and the Deputy Mayor's Office on internal and external issues that affect women and girls in the areas of Economic Mobility, Health, Public Safety and the Gender Lens of the Administration and its agencies.

Acts as a professional advisor to the Deputy Mayor's office on all aspects of the Commissions' activities.

Represents the Commission on Gender Equity at community activities and develops an operational plan which incorporates goals and objectives that work towards the strategic direction of the Commission.

Researches and recommends policies for the approval of the Deputy Mayor and prepares procedures to implement recommended policies; reviews existing policies on an annual basis and recommends changes as appropriate.

Oversees the planning, implementation and evaluation of the Commission's agreed priorities, initiatives and programs.

Develops policy briefs and recommendations for Senior Administration staff and principals.

Supports the work of the Commissioners, who serve the City in an advisory capacity.

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Implements, in collaboration with the Commission on Gender Equity (CGE), Mayor’s Office staff and city agencies, a strategy for achieving measurable progress towards gender equity in the City of New York.

Supports agencies and other Offices of the Mayor to develop gender equality goals and the institutional reforms, policies and initiatives to achieve them.

Fundraise, in collaboration with the Mayor’s Fund for staffing and programmatic budgets to advance gender equality strategies.

**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 gender-based inequity initiatives 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.