

**EXECUTIVE DIRECTOR OF THE MAYOR'S OFFICE
OF SPECIAL PROJECTS AND COMMUNITY EVENTS**

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, the Executive Director supports the Mayor's commitment to honor the diverse communities of New York City by organizing, managing and directing Mayoral public ceremonies, celebrations and receptions. All personnel perform related work.

Examples of Typical Tasks

Partners with city agencies and with the support of the private sector, organizes public events and receptions for the Mayor's Office.

Raises private support, including sponsorship for events.

Develops and manages event budgets, schedules and timelines.

Manages a team of event managers and coordinators to ensure proper staffing, position plans and seating arrangements for events.

Reviews and approves guest lists, programs, printed materials, photography and other media aspects for events

Selects vendors for events and manages a team charged with coordinating programmatic elements of events

Directs, develops and integrates efforts that increase operational efficiencies, clarifies and coordinates communications across service areas, and enhances event experience.

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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 event management 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.