

EXECUTIVE PROGRAM SPECIALIST

Duties and Responsibilities

This is a management class of positions.

Under the direction of the Mayor and Office of the Mayor Senior Staff, with wide latitude for independent judgment, manages and coordinates strategic initiatives, projects and/or programs. Directs the work of managerial, professional and support staff engaged in strategic initiatives, policy and/or community operations.

Examples of Typical Tasks

Performs duties at a senior level in the creation, direction and administration of policy initiatives and/or programs to further a specific city or agency goal by focusing on and providing expertise related to that goal.

Collaborates with key stakeholders and maintains discretion.

Implements a variety of confidential reviews and assignments requiring research and preliminary analysis of materials and data of importance to the Administration and strategic initiatives.

Develops and directs OOM initiatives, projects and/or programs; develops, directs and oversees policies or evaluates and makes recommendations for the improvement of existing city initiatives, programs or policies

Performs additional duties related to assigned work for the role

Qualification Requirements

A Baccalaureate degree from an accredited college or university and three years full-time satisfactory professional experience related to the projects and policies to be studied in the particular position including eighteen months of experience in a managerial, consultative, administrative or supervisory capacity.

Direct Lines of Promotion

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