

**DUTIES STATEMENT**

**EXEMPT CLASS**

**OFFICE OF THE MAYOR**

**SENIOR POLICY ADVISOR TO THE MAYOR**

Under the direction of the First Deputy Mayor, the Senior Policy Advisor to the Mayor provides strategic advice to the Mayor and First Deputy Mayor. The Senior Policy Advisor to the Mayor provides administrative, operational and policy support on matters relating to the day-to-day operation of city government. The Senior Policy Advisor to the Mayor manages capital projects and budget matters and coordinates projects by reviewing agency and interagency work products.