## SENIOR POLICY ADVISOR (OFFICE OF THE MAYOR)

### Duties and Responsibilities

This is a management class of positions.

Under the executive direction of the Mayor, Office of the Mayor or senior-level staff with a wide latitude for independent action or decision, leads Mayoral priority initiatives, advises, makes recommendations and develops action plans for tactical objectives and initiatives.

### Examples of Typical Tasks

Provides the Mayor, Senior Staff and/or other Agency executives and oversight agencies/offices with policy and/or strategic initiatives support relating to New York City's strategic plan.

Designs and implements short and long-term Mayor's Office priorities.

Assures that projects are consistent with City policy and that the City's limited resources are deployed appropriately.

Provides ongoing leadership and project management, oversee progress on implementation.

May direct the work of managerial, professional and support staff engaged in strategic initiatives, policy and/or community operations

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

<u>**SENIOR POLICY ADVISOR (OFFICE OF THE MAYOR)**</u> (continued)

Serves as the Mayor's Office liaison collaborating with key stakeholders, city agencies, departments, community organizations, business community and other public and private agencies

Performs additional duties related to assigned work for the role

**Qualification Requirements**

A Baccalaureate degree from an accredited college or university and five years full-time satisfactory experience related to the projects and policies to be studied in the particular position at least 18 months of which must have been in an administrative, managerial, consultative 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.