

SPECIAL ASSISTANT TO THE PRESIDENT (BPK)

Duties Statement

Under executive direction performs difficult and responsible high level and confidential work. Assists the Brooklyn Borough President in identifying, analyzing and solving problems of policy and practice; furnishes the Borough President with reports, data and materials required for program planning, program analysis and program execution; assists the Borough President in the installation of new programs and improvements in current programs and procedures; conducts independent investigations; administrates funds appropriated to the office for Special Programs; performs all administrative duties assigned by the Borough President and acts for him on such occasions as necessary; serves as advisor to the Borough President. All personnel perform related work.