

**SPECIAL ASSISTANT TO THE BOROUGH PRESIDENT**

**General Statement of Duties and Responsibilities**

Under executive direction of the Borough President, performs work of considerable difficulty and responsibility in formulating, analyzing, implementing and coordinating policies and programs; performs related work.

**Examples of Typical Tasks**

Performs special administrative and/or confidential duties as assigned by the Borough President.

Administrates special or confidential studies as requested by the Borough President.

Researches and coordinates special projects as assigned by the Borough President.

Serves as a liaison with other City Agencies, community groups, businesses, schools, and local organizations to secure necessary background information for Borough President's public speaking engagements.

Researches, writes and edits reports, brochures, documents, op ed letters and information packets as requested by the Borough President.

Drafts, writes and edits speeches as assigned by the Borough President.

Provides in-house tutorials for Borough President's staff regarding planning, organizing and generating department-specific written materials.

Serves as a consultant and advisor to the Borough President.

Designs, develops and coordinates career workshops for a broad range of borough-wide community groups.

Acts as an agent of the Borough President for the purposes of securing, interpreting and synthesizing information critical to policy making.

SPECIAL ASSISTANT TO THE BOROUGH PRESIDENT (continued)

Qualification Requirements

1. Six (6) years of full time, progressively responsible experience in a governmental agency, business or recognized charitable or civic organization, in such fields as investigation, transportation, planning and policy, public relations, housing, human rights, health and human services, economic and job development, education and community activities, at least eighteen (18) months of which must include managerial or administrative experience.
2. A satisfactory equivalent combination of education and experience:
  - a. Education at an accredited college or university may be substituted for the general experience at the rate of the one (1) year of college for six (6) months of experience, for a maximum of four (4) years of college to two (2) years of experience.
  - b. A master's degree in public administration or related areas will be substituted, on a year to year basis, up to a maximum of two (2) years.