CHIEF STRATEGY OFFICER/DIVISION

General Statement of Duties and Responsibilities

This is a management class of positions. All personnel perform related work.

Under the executive direction of the Deputy Chancellor, New York City Department of Education (NYCDOE), with the broadest scope for the exercise of independent initiative and judgment, the Chief Strategy Officer/Division is responsible for the development and oversight of policies, practices, and procedures, and providing counsel, guidance, and support to division team leads across a broad range of leadership, programmatic, and operational areas. The Chief Strategy Officer/Division supports the Deputy Chancellor with communicating and implementing the Chancellor's priorities and initiatives to promote equity and excellence throughout NYC's public schools.

Examples of Typical Tasks

Drives the Division's vision and mission around equity and excellence by supporting the alignment and integration of the work of the Division's teams.

Formulates the development and implementation of major policies and practices in support of the Division's goals and objectives.

Conducts periodic analysis of Division policy objectives to forecast circumstances that might have a bearing and/or effect on policy development, in order to reduce reactive planning.

Develops and executes plans to achieve goals, identify and mitigate risks, and embed sustainability strategies.

Works both independently and with Division staff, to deliver long term and urgent special projects, reports, and other deliverables for the Deputy Chancellor, Chancellor and Cabinet.

Formulates and directs the conduct of special management studies and strategic planning documents.

CHIEF STRATEGY OFFICER/DIVISION (continued)

Examples of Typical Tasks (continued)

Engages with key internal and external stakeholders to develop strategic communication and engagement plans related to core divisional functions. Oversees the development of department-wide memoranda related to long-term policies, budget planning, and operations.

Leads the development, adoption, and implementation of educational programs designed to meet the needs of the community and to carry out the policies of the NYCDOE.

Develops strategies to maintain high productivity and motivate staff, focusing on long term development and the Division's future workforce demands. Identifies risks associated with staff turnover and pursues opportunities to retain critical staff.

Develops, implements, and monitors the change process to improve the Division, as a whole. Creates and maintains internal systems and team processes to foster diversity, collegiality, collaboration and transparency throughout the team.

Develops strategies for achievement of the goals and objectives of Division plans, which include the identification of priorities and sequences, and specific targets, timetables, measures and standards for tracking the achievement of planned goals, objectives and policies.

Provides clear data-driven policy, strategy recommendations, and proposed solutions to the Deputy Chancellor. Serves as senior policy advisor to the Deputy Chancellor.

Qualification Requirements

1. A bachelor's degree from an accredited college or university and 4 years of satisfactory experience in change management, organizational strategy, project management, or a related field, 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; or

2. A combination of education and/or experience equivalent to **"1"** above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in **"1"** above.

CHIEF STRATEGY OFFICER/DIVISION (continued)

Direct Lines of Promotion

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