

SENIOR EXECUTIVE DIRECTOR OF INTERGOVERNMENTAL AFFAIRS (DOE)

General Statement of Duties and Responsibilities

This is a management class of positions with various assignment levels. All personnel perform related work.

Under the executive direction of the Deputy Chancellor, with extensive latitude for the exercise of independent initiative and judgment, is responsible for implementing efforts that are designed to achieve systemic educational improvements, through the development of cooperative relationships and the sharing of resources in a network consisting of the Department of Education (DOE) and various governmental agencies. This role oversees the analysis and review of existing federal, state and local laws related to education, in order to develop a coordinated Federal, State and city legislative agenda to meet the needs of New York City schools.

Examples of Typical Tasks

Analyzes existing federal, state and local laws related to education, in order to develop interpretations and applications for implementation into the educational process that are equitable and beneficial to NYC schools.

Identifies appropriate legislative or executive resources necessary to meet the needs of schools. Develops a coordinated Federal, State and City legislative agenda to meet these needs.

Serves as the legislative liaison to various public interest groups in order to identify and promote mutually agreed upon legislative initiatives.

Coordinates the efforts of DOE offices in securing the cooperation of the State Education Department, the U.S. Department of Education, and Board of Regents of New York State in providing equitable resources to New York City schools.

Develops and enhances collaborative efforts for securing legislative, fiscal, and other resources from Federal, State, and City legislators and agencies.

Supervises the periodic development and dissemination of informational materials which keep legislators apprised of the DOE activities.

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(continued)

Examples of Typical Tasks (continued)

Provides policy advice to the Chancellor and the senior leadership team, related to City, State, and Federal legislative agendas.

Supervises the development and dissemination of reports, brochures, and documents in support of the mission of the Division and the updating of existing directories and ongoing publications.

Responds to requests for information from the various news media in an appropriate and timely fashion.

Coordinates the dissemination of accurate information about our schools to the public and promote the positive accomplishments of our students and staff through the media and the coordination of special events.

Develops, coordinates, and monitors the legislative agenda for the Department of Education with the City Council, Mayor's Office, and other appropriate City agencies.

Identifies hearings and bills that relate and impact the New York City Department of Education's public schools, programs, and funding.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university in public administration, business administration, education administration, personnel administration, management or a related field and four years of satisfactory, responsible, full-time experience in any of the above areas or in another area of specialization applicable to the position, at least 18 months of which must have been in an administrative, consultative, managerial or executive capacity; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must possess the 18 months of administrative, consultative, managerial or executive experience as described in "1" above.

Direct Lines of Promotion

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