

**Position:** Manager of Statistical Data

**Location:** NEW YORK, NY

**Job Number:** 237856

**ORGANIZATIONAL PROFILE:** DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.

**JOB RESPONSIBILITIES:** The Mayor's Office of Operations was established pursuant to the NYC Charter to oversee the daily operations of City agencies, coordinate City initiatives, and assist agencies in improving service quality and delivery. The Office is also responsible for measuring agency performance to provide greater accountability. The Office of Operations is seeking a Manager of Statistical Data.

The successful candidate will serve as a Manager of Statistical Data reporting to the Mayor's Office of Operations Responsibilities will include:

- Build and administer databases to facilitate data analysis on a wide range of subjects
- Develop, test, and implement statistical models;
- Create data visualizations to communicate complex ideas;
- Manage a portfolio of analytical approaches to complex business problems;
- Program or customize statistical software and other analytical tools to support the use of data to improve decision-making;
- Compile, process, and manage datasets from multiple sources to support analysis;
- Prepare senior-level reports for executive management suggesting conclusions, making recommendations for improvement, and supporting evidence-based decisions;
- Work alongside agency partners to identify project opportunities, build an analytical community, ensure adoption of analytical tools and processes, and promote standards and best practices when working with data;
- Maintain regular communication with the user base of citywide analytical tools about training opportunities, system changes, and new programs;
- Manage special projects and initiatives as assigned.

The position's responsibilities include commitment to and compliance with the City's EEO policy.

**PREFERRED SKILLS AND/OR QUALIFICATIONS:**

**NYC OFFICE OF THE MAYOR  
OFFICE OF OPERATIONS**



- Advanced knowledge of data management and statistical analysis and high level MS Office applications;
- Experience which demonstrates a proven record of providing analytical and/or technical assistance for complex, interdisciplinary projects involving multiple stakeholders;
- Experience mediating among groups with competing perspectives;
- Experience implementing projects that improve operational efficiency;
- Flexibility, multi-tasking capability and enthusiastic work ethic;
- Strong written and verbal communication skills;
- An understanding of urban issues, especially New York City government and current city affairs;
- An understanding of New York City's operational agencies;
- Ability to think creatively, embrace new approaches and pioneer innovative solutions to intricate problems.

**SALARY:** Commensurate with experience.

**TO APPLY:** Go to <https://a127-jobs.nyc.gov/> and type in the position and/or Job ID Number.

**THE CITY OF NEW YORK AND THE OFFICE OF THE MAYOR ARE EQUAL OPPORTUNITY EMPLOYERS  
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**

For current job opportunities in the NYC Mayor's Office visit: <http://bit.ly/nycmojobs>