NYC OFFICE OF THE MAYOR
OFFICE OF OPERATIONS

Mayor's Office of Operations

Position: MODA PROJECT MANAGER

Location: NEW YORK, NY

Job Number: **232886**

ORGANIZATIONAL PROFILE: The mission of the Mayor's Office of Data Analytics (MODA) is to deliver actionable insight and quantitative support to New York City through data analytics. Through analytics and subject matter expertise, we aim to 1) Support more efficient and effective delivery of services to New Yorkers for greater equity, safety and quality of life; and 2) Grow and advance data analytics throughout the City. Our work touches virtually every urban issue, including safety, physical infrastructure, economic development, social services, and quality of life. Depending on the needs of the city in different situations, MODA plays the role of strategic advisor, analyst, technical resource, and data evangelist to a host of internal and external clients and partners.

In addition to our work as an ideas incubator for civic analytics, MODA is responsible for implementing the New York City Open Data Law; the most ambitious and comprehensive open data legislation in the country. MODA works with the Department of Information Technology and Telecommunications (DoITT) to facilitate a more transparent and open government to increase civic engagement. Through New York City's open data policy – a citywide set of standards and guidelines – the City is delivering information through raw data and ensuring that New York City government is increasingly accountable and open for current and future generations. Beyond presenting information to the public, these data sets serve as a rich resource for developers, civic groups, and anyone else to build applications on their own. The creation of new apps using this data fosters innovation and leverages talents across New York City to create solutions to tough problems.

JOB RESPONSIBILITIES: The successful candidate will serve as Project Manager for the Mayor's Office of Data Analytics (MODA). The primary role of the Project Manager is to ensure that MODA's capabilities are known by potential client agencies and outside entities and that MODA analytics and data projects deliver value for client agencies.

Key responsibilities will include:

- Recruit and liaise with external partners in City government, the technology sector, academic institutions, and the business community in order to build relationships and understand opportunities for collaboration around data
- Establish, maintain, and manage MODA relationships with client agencies, offices, and external City partners around analytics and data-sharing
- Support the creation and implementation of analytics pilot projects and cross-agency data sharing programs aimed at growing analytics capacity citywide
- Coordinate with MODA analysts, agency partners, and key outside stakeholders to ensure the successful execution of projects

- Actively assist in the identification and definition of MODA project scope and objectives
- Ensure that MODA projects are delivered on-time and within scope to ensure projects delivers value to the office and the City.
- Understand opportunities and challenges around civic analytics projects and connect interested entities to city resources to address analytics needs.
- Develop and fulfill project protocols, processes, and documentation. Facilitate the exchange of best practices citywide.
- Provide in-depth technical expertise for both tactical and operational initiatives
- Manage project plans to monitor and track progress
- Assist with administrative, operational and research needs related to the day to day work of the office.
- Handle special projects and initiatives as identified by the Chief Analytics Officer and the Deputy Chief Analytics Officer.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

The successful candidate must have a broad range of skills, but above all, they must be curious, flexible thinkers who love learning new things and tackling challenges on a daily basis. In addition, the preferred candidate should possess the following:

- Proven experience in working effectively at the senior management level with internal and external stakeholders and constituencies.
- Applied experience with the design and implementation of pilot projects, human-centered design, and/or research methods and design.
- Strong oral and written communication skills, including the ability to translate complex ideas into easy to understand language
- Substantial interest and curiosity regarding the policy and operations of the City of New York.
- Strong organizational skills, including attention to detail
- Ability to balance competing priorities, complex situations and tight deadlines
- Ability to think outside of the box and develop novel strategies for problem-solving
- Ability to distill complex material into actionable recommendations
- An ideal candidate is energetic and resourceful, organized and results-oriented; a selfstarter and team player

SALARY: Commensurate with experience.

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

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NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

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