

Position: POLICY ADVISOR

Location: New York, NY

Job Number: **12756**

ORGANIZATIONAL PROFILE: The Mayor's Office of Operations oversees the daily operations of City agencies, coordinates City initiatives, and assists agencies in improving service quality and delivery. The Project Management Team manages strategic projects of significance to the Mayor and City Hall senior staff. These projects focus on improving the efficiency and effectiveness of intra- and inter-agency operations.

JOB RESPONSIBILITIES: The Policy Advisor will provide project management, and analytical and technical assistance for planning, coordinating and implementing interagency and agency-specific projects. Key task include:

- Interagency Coordination — Initiate and coordinate interagency projects that increase overall city efficiency, collaboration, and the consistency of policy recommendations.
- Analysis and Advice — Quantitatively and qualitatively assess issues and potential initiatives, including an evaluation of best practices. Based on that analysis, develop and present recommendations.
- Project Management — Manage project responsibilities, review work products, and ensure efficient progress on implementation. Specific tasks may involve:
 - Work directly with project team members to manage and coordinate work or parts of work done by other parties both inside and outside the Office of Operations.
 - Create and use Gantt charts, project plans, spreadsheets or other appropriate tools to manage people and tasks and keep up-to-date.
 - Provide team direction and vision, including motivating people to perform, listening to people, providing feedback, recognizing strengths and providing challenges.
 - Be capable of creating a structure for project documentation and remain conscientious in using it and ensuring that the project team understands and uses it.
 - Generate various project-related documents including requirement specifications, contracts, schedules, project plans, presentations, meeting agendas, minutes and status reports.
 - Prepare and deliver informative, well-organized presentations to communicate relevant project information to stakeholders.
 - Resolve and/or escalate issues in a timely fashion.
 - Understand how and when to communicate difficult/sensitive information appropriately.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- Proven record of initiating and managing complex, interdisciplinary projects involving multiple constituents and technologies;

- Extensive experience in mediating among groups with competing perspectives, overseeing and improving of the operational efficiency of complicated organizations, and pioneering innovative solutions to intricate problems;
- Ability to think creatively, a willingness to consider new approaches, strong written and verbal communication skills, and advanced knowledge of MS Office products, particularly PowerPoint, Excel and Project; and
- A graduate degree or five years of professional experience in urban issues, especially New York City's politics and policies.

SALARY: Commensurate with experience.

TO APPLY: Submit a cover letter, resume, and three references to [Candidate Application](#).

**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

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