

**Position:** SRS POLICY ADVISOR

**Location:** New York, NY

**Job Number:** **239915**

**ORGANIZATIONAL PROFILE:** The NYC Department of Homeless Services (DHS) seeks an experienced and skilled individual to serve as a Policy Advisor in the Shelter Repair Squad (SRS), in conjunction with other initiatives under the direction of the Mayor's Office of Operations. The overarching mission of the Shelter Repair Squad is to identify, correct, and improve conditions at homeless shelters more quickly and more efficiently. The Inter-Agency coordination of all components of SRS, including SRS 2.0, will ensure that every shelter is inspected by all enforcements agencies on a semi-annual basis. The Policy Advisor will have responsibilities both supporting SRS and will also support a broad range of other Mayoral initiatives managed at the Mayor's Office of Operations.

**JOB RESPONSIBILITIES:** Reporting to the Mayor's Office of Operations, the Policy Advisor will provide on-going analysis of SRS activities. The Policy Advisor will also support the operation of several workstreams, including creation of dashboards, management of inspection schedules, the publication of violation Scorecards, and several other initiatives managed at the Mayor's Office of Operations.

Responsibilities of the Policy Advisor will include, but are not limited to:

- Provide analytical assistance and supervision to the SRS team, including quantitative and qualitative data analysis, the evaluation of best practices, and the identification and assessment of operational improvement opportunities at different agencies.
- Manage 1-3 junior analysts on several workstreams.
- Provide project management assistance on SRS and other projects, including developing and maintaining project plans and other documents, managing and coordinating project elements, reviewing agency and interagency work products, and ensuring efficient progress on implementation.
- Serve as a liaison within the Mayor's Office of Operations and with other city agencies to track and monitor progress of mayoral initiatives and commitments; and
- Will be responsible for managing several discrete projects to completion, mostly with interagency interaction.
- Manage relationships with over 5 agencies.

**PREFERRED SKILLS AND/OR QUALIFICATIONS:**

- A graduate degree or five years of professional experience in urban issues, especially New York City's politics and policies;
- 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;
- Flexibility, multi-tasking capability, and enthusiastic work ethic;  
Strong written and verbal communication skills with experience working in public relations or communications preferred;
- Experience which demonstrates a proven record of providing analytical and/or technical assistant for complex, interdisciplinary projects involving multiple stakeholders;
- An understanding of urban issues, especially New York City government and current city affairs/politics;
- An understanding of New York City's operational agencies;
- Ability to think creatively, embrace new approaches and pioneer innovative solutions to intricate problems; and advanced knowledge of MS Office products, particularly PowerPoint, Excel and Project.

**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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