

FULL TIME POSITION:

EXECUTIVE DIRECTOR, REGULATORY REFORM

DIVISION OF BUSINESS SERVICES

Agency Description:

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description:

The Executive Director of Regulatory Reform will be responsible for leading efforts to reform the New York City's regulatory environment to minimize the burden on small businesses. The Executive Director will lead Small Business First, a multi-agency Mayoral initiative launched in early 2015, and any successor program. The Executive Director will also launch an on-going effort with the Mayor's Office of Operations and across City agencies to identify areas where rules, regulations and processes can be streamlined to benefit the business community of the City and work with agency partners to implement change. The Executive Director will report to the Assistant Commissioner of Incentives & Regulatory Reform. Specific responsibilities include:

- Managing the on-going implementation of Small Business First - a set of thirty initiatives being implemented across more than 10 City agencies to improve the regulatory environment for businesses
- Negotiating with a wide range of staff across City agencies to implement business-friendly policies and process changes
- Working with the Mayor's Office of Operations and City agencies to fully implement reforms and streamline City processes
- Developing new policies, process reforms, legal changes, informational assistance and business programs
- Creating and managing program budgets
- Creating presentations, memorandums, talking points, testimony, and other written/visual documentation of projects
- Representing SBS on issues related to the regulatory environment with relevant stakeholders
- Overseeing staff members as well as various consultants
- Other duties as required

Preferred Skills:

- Experience in outlining processes, determining pain points, and developing new systems including a plan for implementing changes
- A law or business degree; advanced experience in these fields
- Background with New York City government or government rules and regulations

Qualifications:

1. A baccalaureate degree from an accredited college and 5 years of full-time, paid advisory or administrative experience acquired within the last fifteen years, including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning.
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How to Apply:

To apply, **please email** your resume and cover letter including the following subject line: **Executive Director, Regulatory Reform** to: **careers@sbs.nyc.gov**

Internal candidates: please email your resume and cover letter including the following subject line: **Executive Director, Regulatory Reform** to: **HRHELP2@sbs.nyc.gov**

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 364642



careers
businesses
neighborhoods

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 364642

Salary: Commensurate with experience

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038