

CHIEF STRATEGY OFFICER (BUILDINGS)

General Statement Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Under executive direction of the Deputy Commissioner, with wide latitude for the exercise of independent initiative and judgment, performs strategic and project management work to advance the Department's mission.

Examples of Typical Tasks

Creates and manages protocol for assigning strategic planning initiatives and tracking resource allocation.

Manages intake, approval, and tracking of project requests and tracking of implementation using quantitative and qualitative tools.

Provides best practices and practical guidance regarding project planning and implementation.

Leads meetings and presentations with a variety of stakeholders internally and externally.

Communicates successes and challenges internally and externally, as needed, to key stakeholders.

Manages and implements projects from beginning to end, including execution of project tasks and requirements; gathering, scoping, creation, and management of project plans and schedules; risk identification and mitigation; training and outreach; post-launch quality assurance planning; documenting standard operating procedures; defining deliverables and milestones; and conducting meetings and tracking follow-up action items.

Identifies and elevates key project issues, risks, and status to stakeholders.

Oversees the development and implementation of performance measurements and quality assurance initiatives.

CHIEF STRATEGY OFFICER (BUILDINGS) (continued)

Examples of Typical Tasks (continued)

Analyzes and presents performance data to senior staff and makes recommendations for improvement.

Works with executive staff to streamline administrative functions in order to reduce processing times and improve the delivery of service to the Department's constituents.

Oversees the Department's responses to Comptroller's Office audits.

Serve as liaison to other City agencies on strategy-related matters.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience in change management, organizational strategy, project management, or a related field, at least one year of which must have been in a managerial, administrative, consultative, or supervisory capacity; or
2. Education and/or experience equivalent to "1" above. All candidates must have at least one year of experience in a managerial, administrative, consultative, or supervisory capacity.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.