

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Administrative Staff Analyst	Level: M-II
Title Code No: 10026	Salary: \$54,740/\$59,032-\$146,276 Frequency: ANNUAL
Business Title: Executive Director, Intergovernmental Affairs	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Office of the Chief of Staff	Number of Positions: 1
Job ID: 154466	Hours/Shift: Day Tour

Job Description

The Department of Correction seeks to appoint an Executive Director, Intergovernmental Affairs, who under the direction of the Chief of Staff, with wide latitude for the exercise of independent action and decision-making will develop and manage the agency's legislative agenda, intergovernmental relations and external affairs and will coordinate policy development on related Departmental issues. The Executive Director will also oversee the Office of Constituent Services. The chosen candidate will have demonstrated success influencing decision-makers on legislative and policy issues, preferably in New York City and New York State; developing relationships with key government and community leaders; building coalitions to achieve desired results; and handling various inquiries from constituents. The Executive Director will:

- Work closely and collaboratively with executive staff to effectively promote all legislative positions and policy strategies to critical stakeholders to achieve desired outcomes.
- Develop legislative agenda.
- Analyze legislation and recommend appropriate agency response.
- Guide executive staff on issues involving public controversy and legislative sensitivity.
- Serve as the principal liaison to the Mayor's Office of Federal, State and City Government Affairs.
- Meet and maintain working relationships with Federal, State and City elected officials and their aides.
- Prepare testimony and background materials for oversight hearings.
- Track all federal and state funding.
- Oversee correspondence with external stakeholders, including but not limited to legislative staff and other government agencies.
- Ensure high-quality and timely responses to all inquiries regarding all activities of the Department.
- Serve as the main point of contact on immigration-related inquiries and compliance with local laws.
- Identify trends in correspondence to find root causes of recurring problems and implement solutions.
- Perform related duties as assigned.

Minimum Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

- Law Degree
- Experience in adult criminal justice
- Extensive knowledge of the legislative and political process in New York State and New York City

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#154466.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#154466.

Attention: Floretha Bryant

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 07/10/2014

Post Until: 07/25/2014

The City of New York is an Equal Opportunity Employer