

**NYC OFFICE OF THE MAYOR  
OFFICE OF LONG-TERM PLANNING AND SUSTAINABILITY**

**SENIOR POLICY ADVISOR(S) (One or more positions available)**

**ORGANIZATIONAL PROFILE:** The Office of Long-Term Planning and Sustainability was formed to implement PlaNYC and to promote strategies to improve New York City's physical infrastructure, environment, quality of life and economy; looking towards a sustainable, equitable, and climate-ready New York City. To review the entire PlaNYC, visit: [www.nyc.gov/planyc](http://www.nyc.gov/planyc).

**JOB RESPONSIBILITIES:** The Senior Policy Advisor will provide analytical and research support to OLTPS leadership, while assisting in the development of policy and projects.

Responsibilities may include, but are not limited to:

- Designing and executing research programs on energy policy and markets; evaluating efficacy of existing City and State policies and providing feedback to relevant parties; analyzing costs and benefits of proposed policies; developing and implementing policies to address negative impacts; convening stakeholders for information and feedback
- Working with City agencies, including but not limited to the Department of Buildings, the Department of City Planning, the Department of Finance, the Department of Environmental Protection, the Department of Information Technology and Telecommunications, and the Department of Design and Construction, along with the City Council, in the implementation and development of codes and regulations that further sustainability policy goals
- Recommending policies based on quantitative and qualitative research in coordination with private and public partners, including researching and evaluating best practices from around the world which aim at providing clean, affordable, and reliable energy to New York, including such categories as renewable power sources, electric vehicles, etc. This includes coordinating a range of PlaNYC initiatives under the jurisdiction of multiple city agencies, while collaborating and interacting with public and private stakeholders
- Researching into existing buildings data and the forefront of buildings sciences to develop legislation and programs that support the Office's planning and sustainability agenda
- Working with partners and leaders in the utilities industry, government entities, academia, real estate industry, and energy developers to refine and define City policy objectives into actionable goals

- Working with City agencies and community stakeholders on a range of issues related to efficiency, renewable power, and energy demand reduction in new and existing buildings
- Working with City agencies and others on issues related to solid waste management, recycling, waste reduction and diversion, and composting
- Working with City agencies and others on issues related to telephony and digital communications, including access issues
- Working with City agencies and others on issues related to a range of transportation concerns, including congestion reduction and promotion of electric vehicles
- Working with City agencies and others on water supply policies, including water management and green infrastructure
- Acting as a representative of the Mayor's Office at meetings and other official functions

**PREFERRED QUALIFICATIONS AND/OR SKILLS:**

- A graduate degree and/or five (5) to seven (7) years of full-time relevant professional experience
- A background in policy, engineering, economics, or other aspect of energy is essential, *in addition to at least one of the following*: an understanding of issues relating to environmental policy in an urban setting; knowledge of New York City's governmental structure and policy context; knowledge of State energy regulatory systems; familiarity with the interplay of environmental policy and the economics of energy, buildings, solid waste, telecommunications, water, or transportation
- Management, high-level analytical and quantitative analysis skills, in addition to leadership skills which include, but are not limited to, the ability to lead and coordinate complex programs with multiple stakeholders, while maintaining control of the analytical details and the support of the principals and key players
- Ability to balance the pursuit of ambitious, large-scale and complex projects with targeted changes having the potential for significant impact
- Proven written, verbal and presentation skills, including the ability to translate complex ideas into language that is understood and accessible to all New Yorkers, etc.

**SALARY:** Commensurate With Experience

**TO APPLY:** Submit a brief cover letter and resume to: [planycjobs@cityhall.nyc.gov](mailto:planycjobs@cityhall.nyc.gov)

**New York City Residency Within 90 Days of Appointment**  
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