

NYC OFFICE OF THE MAYOR

OFFICE OF RECOVERY AND RESILIENCY

SENIOR POLICY ADVISOR – PLANNING

JOB NUMBER: 10771

ORGANIZATIONAL PROFILE: In April 2015, Mayor Bill de Blasio released *One New York: The Plan for a Strong and Just City* ([OneNYC](#)), which provides the Mayor’s Office of Recovery and Resiliency (ORR) the mission to strengthen social and economic resiliency; upgrade buildings; adapt the region’s infrastructure systems; and enhance the city’s coastal defenses in response to the evolving risks associated with climate change and other 21st century threats. OneNYC builds off of prior climate resiliency plans, including *A Stronger, More Resilient New York* released in 2013 that laid out a strategy for (1) rebuilding and making stronger those neighborhoods hardest hit by Hurricane Sandy and (2) improving the City’s infrastructure to ensure greater resiliency in the face of future climate change impacts. To learn more about OneNYC and the New York City’s resiliency initiatives, please visit: www.nyc.gov/onenyc.

JOB RESPONSIBILITIES: The Senior Policy Advisor is a key member of the Planning Team which coordinates resiliency efforts in New York City’s neighborhoods. This position reports to the Deputy Director for Planning and will play a critical role in the Planning Team by providing oversight, project management, and stakeholder engagement on several planning initiatives, while assisting ORR leadership in the development of policy and projects. The Senior Policy Advisor will work closely and collaboratively with staff across multiple agencies to effectively implement ORR’s program and policy strategies to achieve desired outcomes.

Responsibilities may include, but are not limited to:

- Manage all aspects of discrete planning projects, including project scope development, coordination with City, State and Federal agencies, and project administration, including project tracking and monitoring;
- Manage relationships with City agencies and coordinate inter-agency actions; work closely with agencies to align priorities and coordinate parallel planning efforts that support the implementation of the City’s resiliency plan in specific neighborhoods;
- Evaluate existing City, State, and Federal planning projects and provide feedback to relevant parties;
- Coordinate interactions across the City’s land use, flood risk reduction, and coastal protection efforts in terms of project management and policy development;
- Ensure a consistent public message by leading and participating in public meetings; provide guidance on all documents that come into and leave the office to ensure a high quality of responsiveness and performance;
- Assist with the efforts of ORR to monitor progress, track metrics and evaluate effectiveness of all resiliency actions and ensure the execution of key milestones and initiatives that further resiliency policy goals;
- Assist with procurement and oversight of third-party services such as project management, project controls, planning, design, engineering, and other services as required;
- Lead in stakeholder outreach and events including some evening and weekend times;
- Assist with special projects as needed.

SKILLS AND QUALIFICATIONS:

- A graduate degree and/or at least five (5) years of full-time relevant professional experience in a field related to this position;
- A background in policy, planning, economic development, project management, or other relevant field is essential; knowledge of New York City's governmental structure and policy context is preferred;
- An understanding of issues relating to climate change resiliency in a large urban setting and/or the interplay of coastal resiliency, the built environment, urban planning, and economic development;
- Attention to detail and excellent organization skills, which include and are not limited to the ability to manage complex projects; coordinate interagency programs; maintain control of analytical details while balancing large-scale program objectives;
- Ability to gain the support of independent stakeholders;
- Capable of working in a team environment, and adaptable to change;
- Willingness to travel or work after hours, as required;
- Excellent communication and interpersonal skills, particularly in creating, directing, and translating rigorous, defensible public policy models into transparent conclusions that can be easily explained and understood by the public;
- New York City government work experience, or relevant technical, consulting or business background, a plus;
- Fluency in a second language is a plus.

SALARY: Commensurate with experience.

TO APPLY: Please submit a one-page cover letter, resume, and 3 references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days Of Appointment

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