

**NYC OFFICE OF THE MAYOR
OFFICE OF RECOVERY AND RESILIENCY**

SENIOR POLICY ADVISOR – PROJECT CONTROLS

JOB NUMBER: 14402

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 Advisor will be a key member ORR’s Project Controls Team. Project Controls is a central team in ORR, providing input across the portfolio. Our team mission is to provide project management support to ORR’s portfolio of recovery and resiliency projects (largely being delivered by NYC Agencies), oversight and insight for the portfolio delivery, and to solve cross-governmental stakeholder challenges. We aim to provide high-quality and useful data, successfully manage stakeholder relationships, and create and implement processes for efficiency and streamlining work activities.

This position reports to the Deputy Director for Project Controls. The Senior Policy Advisor will play a critical role in the team by leading on policy for private funding of resiliency projects and supporting the delivery of resiliency projects already under way in NYC. You will be part of a friendly and dynamic team, and be willing to adapt as priorities change.

Responsibilities may include, but are not limited to:

- Lead ORR’s efforts to identify and explore private funding for ORR’s projects and future requirements. This includes identifying new funding sources from the private sector;
- Lead ORR’s internal budget management work including ownership of budget tracking and mapping project plans to budget constraints;
- Support ORR-wide Project Management initiatives and Agency best practice improvements;
- Review project plans, schedules, and RFPs. Provide and comment on deliverability and resiliency objective target achievement
- Lead working level relationships with budget and delivery agencies including interaction with senior stakeholders;
- Assist with procurement and oversight of third-party services such as project management, project controls, planning, engineering, and other services as required;
- Assisting with the establishment and maintenance of relevant electronic and paper files, including project, program and communication files; assist in preparing for and responding to audits;
- Other duties, as assigned.

PREFERRED QUALIFICATIONS AND/OR SKILLS:

- A degree in Engineering and/or Finance and at least five years of full-time relevant professional experience in a field related to this position (ideally project engineering and finance);
- Experience in sourcing and securing private sector funding for infrastructure projects;
- Experience delivering and managing infrastructure projects;
- Experience leading and managing interactions with senior stakeholders to achieve supporting program objectives;
- Excellent MS Excel skills and experience developing and tracking project and portfolio budgets;
- Excellent communication and interpersonal skills, particularly in terms of explaining technical details to a non-technical audience;
- Excellent stakeholder relationship skills;
- Excellent organizational skills and attention to detail;
- Willingness to work as part of a team, and adapts well to change;
- Knowledge of New York City's governmental structure and Federal and State Funding context an advantage;
- Experience with influencing project decisions without direct ownership of the project an advantage;
- An understanding of issues relating to climate change resiliency in a large urban setting and/or the interplay of coastal resiliency, the built environment, energy, urban planning and economic development an advantage.

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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