

CONFIDENTIAL STRATEGY PLANNER

Duties and Responsibilities

Under the direction of the Mayor, First Deputy Mayor, Chief of Staff to the Mayor, Deputy Mayors and/or Office of the Mayor Senior Staff, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals.

Examples of Typical Tasks

Provides the Mayor, Senior Staff and/or other Agency executives and oversight agencies/offices with policy and/or strategic initiatives support relating to New York City's strategic plan.

Responsible for management and coordination in the development, implementation, evaluation, and improvement of initiatives, policies, strategic plans and goals.

Makes recommendations to improve initiatives, policies, strategic plans and goals.

Performs a variety of confidential reviews and assignments requiring research and preliminary analysis of materials and data of importance to the Administration and strategic initiatives.

Oversees and coordinates the work for assigned projects.

May serve as a project manager on one or more critical initiatives at any given time, guiding the project team, driving appropriate analyses, meeting project goals, managing timelines and assigned work.

May direct the work of managerial, professional and support staff engaged in strategic initiatives, policy and/or community operations.

Performs additional duties related to assigned work for the role.

CONFIDENTIAL STRATEGY PLANNER (continued)

Qualification Requirements

A Baccalaureate degree from an accredited college or university and three years satisfactory full-time experience related to the projects and policies to be studied in the particular position.

Direct Lines of Promotion

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