

**POLICY ADVISOR (OFFICE OF THE MAYOR)**

**Duties and Responsibilities**

This is a management class of positions.

Under the executive direction of the Mayor, Office of the Mayor, Senior Policy Advisor or senior-level staff, with broad latitude for independent action or decision, serves as a Policy Advisor to support the development of strategic initiatives, objectives and tactical projects. All personal perform related work.

**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.

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

Oversee and monitor tactical projects.

Analyze, study and report on how policy and legal changes impact the community and make recommendations for response and/or improvements.

Evaluate how policies affect the public.

Monitor policy decisions and trends.

Collaborate with key stakeholders, city agencies and external organizations.

Serve as a liaison and provide administrative support and coordination between interested parties.

Performs additional duties related to assigned work for the role.

POLICY ADVISOR (OFFICE OF THE MAYOR) (continued)

**Qualification Requirements**

A Baccalaureate degree from an accredited college or university and three years full-time professional 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.