

STRATEGIC INITIATIVE SPECIALIST (BUILDINGS)

General Statement of Duties and Responsibilities

Under executive direction, with broad latitude for independent action or decision, serves as a strategic initiative specialist to an agency executive, in the performance of highly difficult/complex policy and economic analysis; performs related work.

Examples of Typical Tasks

Provides to the Commissioner or other Agency executives and oversight agencies/offices critical statistics and data analyses relating to New York City's strategic plan.

Performs specialized programmatic activities to support the present and future business requirements of all programs and functional areas within the Agency.

Participates in the formulation of department plans, policy and procedures, proposing and creating strategic initiatives to improve organizational effectiveness.

Utilizes the latest economic research tools, developing consistent and reliable means and methods for the entire Agency in the examination and tabulation of data, analysis and reports.

Demonstrates expertise in developing indicators that measure and report on the Agency's goals, objectives and delivery of services.

Provides critical data needed for the formulation of departmental plans, policies and procedures.

Creates internal performance measures and strategic communications strategies.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position; or
2. A satisfactory equivalent of education and/or experience.

STRATEGIC INITIATIVE SPECIALIST (NC-BUILDINGS) (continued)

Direct Lines of Promotion

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