

EXECUTIVE PROGRAM SPECIALIST (TLC)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under the executive direction of the Commissioner or Chief of Staff with the widest latitude for independent initiative and judgement, performs duties at a senior executive level in the creation, direction and administration of agency policy initiatives or programs to further specify city agency goal.

Examples of Typical Tasks

Is responsible for the planning, coordination, and administration of special programs and projects, as assigned.

Prepares agendas and fact sheets and secures the necessary background material for use at meetings and conferences

Takes part in agency-wide policy meetings with or at the behest of the Commissioner.

Researches, evaluates, and reports on a broad spectrum of programmatic issues in an effort to maximize the agency's efficiency and effectiveness.

Recommends new program initiatives as deemed necessary, as well as changes in regulatory legislation.

Develops and implements program proposals, working directly with program heads and Corporation Counsel.

Takes part in agency and city-wide task forces, boards and panel.

Coordinates and reviews information or recommendations from departmental staff.

EXECUTIVE PROGRAM SPECIALIST (TLC) (continued)

Qualification Requirements

1. A bachelor's degree from an accredited college and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative, or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in "1" above.

Direct Lines of Promotion:

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