

STRATEGIC INITIATIVE SPECIALIST (DDC)

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 (DDC), in the performance of highly difficult/complex policy analysis; performs related work.

Examples of Typical Tasks

Provides to the Office of the Commissioner, as well as to the Communications and Policy Unit ("the Units"), under the direction of the Commissioner, or the First Deputy Commissioner/Deputy Commissioner/Associate Commissioner, strategic data about the agency's performance in relation to the communities in which we work as well as drafting and tracking and managing DDC's legislative agenda/capital reform efforts.

Participates in the formulation of the Units plans, policy and procedures, proposing and creating strategic initiatives to improve communication to the public and key stakeholders.

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

Demonstrates expertise in developing indicators that measure and report on the overall 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.

Ensure office protocols are clearly delineated and internal communication throughout the staff is maintained; manage the workflow throughout the Units to ensure overall efficient operation of the Units, establish goals and objectives and ensure follow through on those goals and objectives.

May serve as the Division Personnel Liaison, interfacing with Human Resources & Staff Development in managing the Unit's HRIS needs, recruiting new employees, assisting in developing job postings, providing information concerning active personnel when requested, and participating in all initiatives concerning employee recognition, intern programs and all other employee development projects.

May work with Finance and Procurement on budgetary issues.

STRATEGIC INITIATIVE SPECIALIST (DDC) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college with emphasis in communications, city or urban planning, sustainability, civil or transportation engineering, urban studies or design, architecture, business or public administration, economics, operations research, organizational behavior, or a related field; and two (2) years of satisfactory, full-time experience in an area related to the above-described duties; or
2. A satisfactory equivalent of education and experience. However, all candidates must possess at least one year of the experience as described under “1”.

Lines of Promotion

None. This position is classified in the Non-Competitive Class.