

SPECIAL ASSISTANT TO THE BOROUGH PRESIDENT
(BOROUGH OF THE BRONX)

Duties and Responsibilities

This is a management class of positions.

Under the direction of the Borough President, with wide latitude for independent judgment, performs work of considerable difficulty and responsibility in formulating, analyzing, implementing, and coordinating strategic initiatives, policy, projects and/or community operations or programs. All personnel perform related work.

Examples of Typical Tasks

Performs duties at a senior level in the creation, direction and administration of policy initiatives and/or programs to further a specific local and/or Citywide goal by focusing on and providing expertise related to that goal, as assigned by the Borough President.

Is responsible for the development of programs for the Borough, including administration of funds appropriated for special programs; shares in the formulation of programs that affect borough concerns.

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

Provides guidance for local and/or Citywide groups engaged in planning and organizing as related to office functions.

Provides planning for Borough-wide management objectives and goals.

Develops and directs Borough President initiatives, projects and/or programs; develops, directs and oversees policies or evaluates and makes recommendations for the improvement of existing Borough initiatives, programs or policies

Carries out special projects as assigned by the Borough President.

Collaborates with key stakeholders and maintains discretion.

Performs additional duties related to assigned work for the role

SPECIAL ASSISTANT TO THE BOROUGH PRESIDENT
(BOROUGH OF THE BRONX) (continued)

Qualification Requirements

1. A Baccalaureate degree from an accredited college or university and four years full time satisfactory professional experience related to the projects and policies to be studied in the particular position including eighteen months of experience in a managerial, consultative, administrative or supervisory capacity; or
2. Education and/or experience equivalent to “1” above. However, all candidates must have 18 months of a managerial, consultative, administrative, supervisory or executive capacity as described in “1” above.

Direct Lines of Promotion

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