

SPECIAL ASSISTANT (DCLA)

Duties and Responsibilities

This is a management class of positions.

Under the direction of the Deputy Commissioner, with wide latitude for independent judgment, manages and coordinates strategic initiatives, projects and/or programs. Directs the work of managerial, professional and support staff engaged in strategic initiatives, policy and/or community operations.

Examples of Typical Tasks

Strategizes and leads elected inter-agency and community engagement efforts spanning the agency's vast and diverse portfolio

Represents the agency at public meetings to establish and maintain relationships with key offices, growing the agency's ability to connect with, understand, and respond to the needs of residents, community, and elected leaders citywide

Liaises with and represents the agency at community board meetings, on inter-agency working groups and task forces, and others

Collaborates with the Commissioner and the External Affairs team to establish a broad message, vision, and strategy for the agency's public facing activities, specifically as it relates to engaging elected and appointed officials, community leaders, and other key stakeholders

Tracks and manages all agency interactions with local, state, regional, and national elected officials; This includes follow-ups and responses to letters and requests from elected officials

Ensures that there are clear, timely reports interpreting and detailing relevant legislative developments for agency review

Drafts testimony and prepares with agency senior leadership for hearings before city, state, and federal legislative bodies

Partners and develops a relationship with the Mayor's Office of Legislative Affairs, Intergovernmental Affairs, and other relevant agency partners as needed and appropriate to execute the goals and projects listed above.

Perform additional duties related to assigned work for the role

Qualification Requirements

A Baccalaureate degree from an accredited college or university and three 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.

Direct Lines of Promotion

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