

**EXECUTIVE PROGRAM SPECIALIST (OTI)**

**General Statement of Duties and Responsibilities**

Under executive direction with scope for the exercise of independent initiative and judgement, serves as Executive Program Specialist, performs duties at a senior executive level in the creation, direction and administration of agency policy initiatives or programs to further the goal of the Office of Technology and Innovation.

**Examples of Typical Tasks**

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 executive staff.

Research, evaluates, and reports on programmatic issues 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.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time experience related to projects and policies required by the position: or a satisfactory equivalent. including eighteen months of experience in a managerial, consultative, administrative, or supervisory capacity; or
2. A satisfactory equivalent of education and/or experience.

**Lines of Promotion**

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