

EXECUTIVE PROGRAM MANAGER (CFB)

Duties and Responsibilities

This is a management class of positions. Incumbents perform related work.

Under executive direction, with great latitude for the exercise of independent initiative and judgment, the Executive Program Manager manages the operations of one or more of the major units of the New York City (NYC) Campaign Finance Board (CFB). Directs the work of staff responsible for the operations of the unit, including developing and implementing short- and long-term strategic initiatives, goals, objectives, and priorities; allocating resources; establishing and maintaining organizational controls; and coordinating the activities of the unit with other organizational units within the CFB.

The Executive Program Manager must maintain the strictest confidence and impartiality in performing duties and responsibilities, many of which include contact with candidates for NYC elected office or elected officials (and their subordinates), over whom the CFB exerts regulatory authority.

Examples of Typical Tasks

Develops, maintains, and updates strategic plans, policies, and procedures.

Oversees the writing of reports; and introduces new technology to enhance auditing and accounting work for the New York City (NYC) Campaign Finance Board (CFB).

Oversees the development of all agency printed materials; manages the production, promotion, and distribution of the New York City (NYC) Voter Guide (print and video); ensures that legally mandated language requirements are met, and all possible efforts are made to distribute the Voter Guide appropriately to meet the education and language needs of all voters.

Develops candidate-focused communications that align with and support the agency's public-focused outreach and engagement strategy and coordinates with the City and State Boards of Elections on ballot status, compliance, and candidate disclosures.

Developing new content to promote and explain the work of the agency and all its programs, and supervises staff producing content for the agency's blogs, website, and social media accounts.

EXECUTIVE PROGRAM MANAGER (CFB) (continued)

Examples of Typical Tasks (continued)

Draft the agency budget and ensure that all contracts and purchases are within budget and in compliance with Procure Policy Board (PPB) Rules and Directives from the Office of the NYC Comptroller.

Establishing procedures to meet business needs and communicating them to affected staff members; performing quality assurance reviews on submissions to the CFB's unique, internally built, and maintained document storage software.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time experience of a nature to qualify for the duties of the position, at least 18 months of which must have been in an administrative, managerial or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have 18 months of administrative, managerial, executive or supervisory experience described in "1" above.

Lines of Promotion

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