



Office of the Mayor

Office of Operations

Position Title: Senior Policy Analyst, Project Management

Job ID Number: 38721

About the Office:

The Mayor's Office of Operations works to make New York City government more effective and efficient. We're responsible for managing and coordinating multiagency initiatives and using data to help the City make informed policy decisions and strategic, targeted investments. The Office coordinates citywide initiatives and assists agencies in improving service quality and in measuring performance to provide greater accountability.

The Project Management Team supports policy and program implementation across the City. We work with City agencies and offices to launch new initiatives, improve existing projects and develop cross-agency relationships and work plans in order to drive efficiency and deliver on the Mayor's agenda. We also track and monitor the progress of mayoral commitments and initiatives.

The Office of Operations is committed to achieving equity and creating an inclusive workplace. The City understands equity to mean that an individual's demographic identity – particularly, but not exclusive to, their race, ethnicity, gender identity, income, sexual orientation, and/or disabilities – should not determine their life outcomes. To foster an inclusive workplace, Operations is committed to providing opportunities for staff development and effective team building, open and transparent communication, enhancing our equity literacy, and providing space for exploring issues of diversity. We continue to strive for a workforce that better reflects the diversity of New York City.

About the Role:

The Senior Policy Analyst will provide project management, analytical and technical support for planning and implementing projects that improve the efficiency, effectiveness, and accessibility of key City services.

The job responsibilities for the Senior Policy Analyst include, but are not limited to:

- Providing project management support by:
 - Producing work products including project engagement agreements, governance structures, project plans, status reports, and project close-out documentation
 - Staffing meetings by drafting agendas, preparing presentation materials, compiling and sharing summary notes, and scheduling
 - Coordinating with team members to make sure projects and deliverables are on track
- Serving as engagement lead on a single agency project or workstream within a larger project

- Conducting basic quantitative and qualitative data analysis and research in support of project goals, identifying trends, and producing research questions
- Acting as a liaison to City agencies to track and monitor progress on a portfolio of mayoral initiatives and commitments
- Managing intern project assignments and work products

Qualifications:

- A Bachelor’s Degree and four years of experience, or a Master’s Degree and at least two years of full-time professional experience
- Strong written and verbal communication skills
- Highly organized and detail-oriented with the ability to prioritize between conflicting demands and the flexibility to meet unpredictable demands
- Ability to work independently and as part of a team; has initiative, persistence, and a positive attitude
- Ability to promote collaboration and gain consensus across stakeholders with competing perspectives and priorities
- Ability to think creatively, embrace new approaches or technologies, and pioneer solutions to improve operational efficiency
- Analytical skills with experience in data collection, data analysis, and performance reporting
- Interest in urban issues, especially New York City government and current city affairs/policies
- Advanced knowledge of Microsoft Word, Excel and PowerPoint; Airtable and Power BI

Salary Range:

\$73,098 - \$73,098

To Apply:

Please send a copy of your resume, a cover letter, and three (3) references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days of Appointment

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

For current job opportunities in the NYC Mayor’s Office visit the [Mayor’s Office Job’s Page](#)

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting the EEO team at EEO@cityhall.nyc.gov.