

SPECIAL ADVISOR TO THE CITY CLERK

Duties and Responsibilities

Under the executive direction of the City Clerk, with wide latitude for the exercise of independent initiative and judgement, serves as advisor to the City Clerk; advises and assists the City Clerk. Performs related work.

Examples of Typical Tasks

Advises and assists the City Clerk on matters of the highest importance requiring personal attention or action. Prepares reports and memoranda on matters of major importance to the City Clerk; reviews and analyzes pertinent pending legislation and advises the City Clerk thereon; recommends and drafts departmental legislative proposals and response.

Prepares statements for internal or public dissemination, such as correspondence, reports, memoranda, papers or guidelines for future action, that reflect the City Clerk's viewpoint or policy determination.

May act as personal representative and liaison for the City Clerk to members of the agency, agencies of government and the news media.

Administers all aspects of the registration of lobbyists to include: registration of new applicants, indexing, correspondence, maintenance and security of material including quarterly financial reports, to receive the public and processes requests for inspection of files.

Assists the Lobbying Deputy City Clerk in the administration of all aspects of the lobbying bureau and with compliance and enforcement of the lobbying laws. Assists with the drafting of all Lobbying Law and Rule changes.

Implements changes to the Lobbying Law and Lobbying Rules as mandated by the Lobbying commission.

Assists the prosecution of cases concerning violations of the Lobbying Law before the Office of Administrative Trials and Hearings.

SPECIAL ADVISOR TO THE CITY CLERK (continued)

Examples of Typical Tasks (continued)

Drafts and reviews advisory opinions concerning specific areas of the Lobbying Law.

Assists the Lobbying Bureau Education and Outreach efforts.

Conducts training sessions on the lobbying law which received accreditation from the New York State Continuing Legal Education Board.

Exercises supervisory authority as delegated by the City Clerk.

Builds and maintains relationships with public and private funders to innovate new services and programs designed to customize services to reduce race inequities.

Provides innovative programs, technical assistance, and resources to address racial inequities and supports staff across divisions and within the provider community.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two (2) years of satisfactory full-time paid experience in a governmental agency, business firm, civic organization or educational institution, conducting administrative or management studies, or assisting an executive in directing the administration of a large organizational segment, or directing or coordinating the administration of several small organizational segments, or performing any appropriate combination of these duties; or serving in a highly responsible secretarial capacity or as a supervisor of a large stenographic pool; or

SPECIAL ADVISOR TO THE CITY CLERK (continued)

Qualification Requirements (continued)

2. An associate degree from an accredited college or completion of two (2) years of study (60 credits) at an accredited college and four (4) years of satisfactory responsible full-time paid clerical or stenographic experience, at least two of which must have been in an administrative capacity as described in "1" above; or
3. High School graduation or evidence of having passed an examination for a high school equivalency diploma and six (6) years of satisfactory responsible full-time paid clerical or stenographic experience, at least two of which must have been in an administrative capacity as described in "1" above; or
4. Education and or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the two years of administrative experience as described under "1" above.

Direct Lines of Promotion

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