

DIRECTOR OF THE MAYOR’S OFFICE OF OPERATIONS

General Statement of Duties and Responsibilities:

This is a management class of positions.

Under executive direction, with broad latitude for independent action and decision-making, oversees project and performance management as well as multi-agency initiatives that make government more customer-focused, innovative, and efficient, while balancing social and fiscal responsibility. Develops cost effective strategies for New York City Government and agencies to apply to day-to-day business activities. All personnel perform related work.

Examples of Typical Tasks

Leads the Mayor’s Office of Operations in all aspects of office responsibilities including managing staff and promoting staff development.

Plans, coordinates, and directs New York City governmental operations, as well as assures a responsive management structure and resource capability to deal effectively with the rapidly changing demands of the City and make government more accessible to City residents.

Advises and assists the First Deputy Mayor regarding all policies, planning and programs related to the government of the City of New York and the exercise of the powers and duties of the Mayor’s Office.

Coordinates the activities and operations of City agencies, and their senior staff to promote collaboration, and ensure that policies, operations, and administration of government are consistent and effective.

Develops, supervises and coordinates policies and programs relating to personnel and management practices. Ensures the continuity of competent management organization through the development, motivation, appraisal and review of key personnel.

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Qualification Requirements

A Baccalaureate degree from an accredited college or university and five years of full-time professional experience with a minimum of three years mediating among groups with competing perspectives; overseeing and improving the operational efficiency of complicated organizations; and pioneering innovative solutions to intricate problems including at least two years in an administrative, managerial or executive capacity or supervising personnel performing activities related to the duties of the position

Direct Lines of Promotion

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