

STRATEGIC INITIATIVE SPECIALIST (OFFICE OF THE MAYOR)

Duties and Responsibilities

This is a management class of positions.

Under the direction of the Mayor and Office of the Mayor (OOM) or Senior Staff and/or with broad latitude for independent action or decision, serves as a strategic initiative specialist to an agency executive, in the performance of highly difficult/complex policy and economic analyses; performs related work.

Examples of Typical Tasks

Provides the Mayor, Senior Staff and/or other Agency executives and oversight agencies/offices critical statistics and data analyses relating to New York City's strategic plan.

Performs specialized programmatic activities to support the present and future requirements of all programs and functional areas within the Office of the Mayor and NYC Agency/Agencies; participates in the formulation of plans, policy and procedures, proposing and creating strategic initiatives to improve organizational effectiveness

Provide ongoing leadership and project management, oversee progress on implementation.

Collaborate on problem solving of key issues as they arise.

Develops consistent and reliable means and methods for the entire Agency/Agencies in the examination and tabulation of data, analysis and reports; demonstrates expertise in developing indicators that measure and report on the Agency's goals, objectives and delivery of services.

Provides critical data needed for the formulation of departmental plans, policies and procedures.

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Examples of Typical Tasks (continued)

Creates internal performance measures and strategic communications strategies.

Performs additional duties related to assigned work for the role.

Qualification Requirements

A Baccalaureate degree from an accredited college or university and three years satisfactory full-time experience related to the projects and policies to be studied in the particular position.

Direct Lines of Promotion

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