

**MANHATTAN BOROUGH PRESIDENT'S OFFICE
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title:	<u>Administrative Staff Analyst</u>	Level: <u>1</u>
Title Code No.:	<u>10026</u>	Salary Range: <u>\$49,942 - \$55,000</u>
Office Title:	<u>Deputy Director of External Affairs</u>	
Division/Work Unit:	<u>External Affairs</u>	Work Location: <u>1 Centre St. 19th FL</u>
Hours/Shift:	<u>Full-time</u>	Number of Positions: <u>1</u>

JOB DESCRIPTION

The Office of the Manhattan Borough President is seeking a Deputy Director of External Affairs. The External Affairs unit manages intergovernmental affairs, special events, appointments, graphic design, and the office's database. The Deputy Director will report to the Director of External Affairs and will assist the Director in managing all duties of the department.

Specific Responsibilities/Duties will include:

- Assist in advancing the Borough President's policy and legislative priorities throughout all levels of government, with special emphasis on the City Council;
- Represent the Borough President and communicate the goals of the office with key stakeholders as well as act as an intergovernmental liaison to all elected officials and government agencies on the city, state and federal levels;
- Generate outreach strategies to government entities for office events, mailings, and the upkeep of databases;
- Assist in managing the execution of large scale events including drafting timelines and budgets, handling invitation production, seating, staffing and vendor relations (caterers, designers, printers, entertainment, etc.);
- Monitor relevant pending legislation and government regulations, and conduct research to develop the Borough President's legislative priorities and recommendations that will be presented to other governmental entities for partnership and support;
- Assist with the delivery of testimony on a wide variety of policy issues ranging from education, health and transportation to economic development and housing on behalf of the Borough President at various government hearings;
- Administer appointments of the Borough President to various boards and commissions, including business improvement districts, municipal hospital community advisory boards, community education councils and neighborhood advisory boards. Foster collaborative relationships with all such appointees and ensure they are kept up-to-date on office initiatives;
- Monitor office staff's projects and interactions that involve elected officials and government agencies, and assist with navigating all levels of government to ensure quality service delivery and government accountability;
- Manage and assist with special projects as identified by the Borough President; and
- Assist Director in managing external affairs staff.

The Office of the Manhattan Borough President is an Equal Opportunity Employer. The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

QUALIFICATION REQUIREMENTS

Required Knowledge, Skills and Abilities:

- At least two (2) years of experience with government, civic, policy/research or similar organizations;
- Familiarity with the inner-workings of government and the legislative process on the city, state and federal levels;
- Familiarity with policy and legislative issues facing New Yorkers;
- Being comfortable in flexible, sometimes long work hours;
- Possess exceptional research, writing, interpersonal and organizational skills;
- Must be detail-oriented, well organized, have strong written and oral communication skills and be a team player;
- Must also possess excellent troubleshooting skills, work well under pressure and deadlines, and have the ability to work on a tight budget;
- Knowledge of Microsoft Excel and Word required; and
- Occasional weekend and evening hours required;

New York City residency required within 90 days of appointment.

TO APPLY, PLEASE SUBMIT RESUME TO:

Interested candidates should send a cover letter and resume in a word or PDF document by email to spuritz@manhattanbp.org.

Name: Sascha Puritz
Title: Director of External Affairs
Mailing Address: One Centre Street, 19th Floor South
E-Mail Address: spuritz@manhattanbp.org

- AN EQUAL OPPORTUNITY EMPLOYER -

PLEASE CONTACT AICH/WIA PROGRAM (212-598-0100, ext 221) FOR JOB-SEARCH ASSISTANCE!

(Customers must be Native American and meet WIA program eligibility requirements in order to receive transportation assistance, clothing allowance, cash incentives once employed, child care assistance, etc., etc..)

Posted: 5/12/2010