

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

Civil Service Title:	<u>Administrative Manager</u>	Level:	<u>M3</u>
Title Code No.:	<u>10025</u>	Salary Range:	<u>\$60,740 - \$162,014</u>
Office Title:	<u>Director of Policy & Research</u>	Work Location:	<u>1 Centre St. 19th FL</u>
Division/Work Unit:	<u>Policy & Research</u>	Number of Positions:	<u>1</u>
Hours/Shift:	<u>Varies</u>		

JOB DESCRIPTION

Manhattan Borough President Scott M. Stringer seeks a Director of Policy and Research to formulate and execute a comprehensive program of policy reports, and research and analysis capable of addressing the most pressing concerns facing New York City today.

Successful candidates should possess the experience and skill to oversee both time sensitive work responding to breaking news, and also long term research projects conducted by this office over a period of months. The Policy Director must also be a leading partner, working with the office's Communications Director and other senior staff, in determining how best to present research findings and policy recommendations to the public.

A significant component of the job is to develop effective messaging around the office's policy work; a sophisticated understanding of New York City government and the political landscape is essential. The Policy Director should have an appreciation for the ways in which research projects and reports can drive legislative proposals, or change city policies. A successful candidate will be a self-starter who is committed to effecting positive change in New York City, as well as seeking out new and better ways for the office to connect with and deliver assistance to Manhattan's diverse neighborhoods, communities and constituents.

The Director of Policy and Research closely manages a talented staff of policy analysts, providing them with guidance on how to translate creative policy ideas into initiatives of a government office that succeed in making change in the real world. The Policy Director collaborates with all senior staff to support the Borough President's progressive agenda and community-based planning initiatives.

Major responsibilities of this position:

- Continuously develop new areas for innovative public policy research and recommendations to effect change and achieve results over the long-term;
- Ensure and strategize rapid response to emerging issues to enable the Borough President to shape important policy debates and deliver for his constituents;
- Oversee the writing, editing, research and release of policy reports, briefing materials, and testimony on a wide variety of issues including but not limited to education, health, transportation, economic development and housing on behalf of the Borough President to ensure overall accuracy and excellence in presentation;
- Foster collaborative relationships with relevant advocates and stakeholders to promote office initiatives and track emerging issues, including communication with Borough President appointees to various boards and commissions, including business improvement districts, municipal hospital community advisory boards, community education councils and neighborhood advisory boards;
- Administer task forces dedicated to Domestic Violence, Mitchell-Lama Housing, People with Disabilities, Hunger, Solid Waste, Aging, Small Business and Construction Safety to engage coalitions that further the office's policy goals; and
- Lead special projects as identified by the Borough President.

REQUIRED SKILLS

Educational and Professional Requirements:

- 5-10 years of policy-related experience with government, civic, policy/research or similar organizations;
- Bachelor's degree required; advanced degree preferred; and
- Supervisory experience a must.

PREFERRED SKILLS

Successful candidates will have the ability to:

- Successfully present research and policy analysis so that it is meaningful to the public and moves the policy debate;
- Operate with urgency and sense of possibility to achieve ambitious, measurable results;
- Analyze and draw accurate conclusions from data;
- Prioritize actions to achieve the most meaningful outcomes;
- Direct and motivate others;

- Meet deadlines and manage time affectively;
- Work well with individuals and groups with diverse interests and needs; and
- Build relationships and influence others to achieve significant results.

TO APPLY, PLEASE SUBMIT RESUME TO:

Name: Nakia D. James-Jenkins, MPA
Title: Director of Operations
E-Mail Address: resumes@manhattanbp.org

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.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

POSTING DATE: June 18, 2010	POST UNTIL: Until Filled	JVN: <u>010/10/0013</u> (Agency Code/Fiscal Year/Number)
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- 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: 6/29/2010