

SENIOR ADVISOR TO THE MAYOR

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level advisory position requiring advanced policy analysis, strategic planning, and executive-level support for the Mayor's Office. The Senior Advisor to the Mayor is responsible for leading major policy initiatives, overseeing sensitive or confidential projects, and providing expert guidance on operational improvements and legislative impacts. Operating with significant independence, the position requires superior decision-making skills, a keen understanding of government operations, and the ability to manage complex, multi-departmental initiatives. The incumbent works under the general direction of the Chief of Staff and provides direct counsel and assistance to the Mayor, often representing the Mayor in key meetings, negotiations, and public forums. The incumbent works under the general direction of the Chief of Staff and provides direct counsel and assistance to the Mayor.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Lead strategic research and development of innovative policies to address City priorities;
- Monitor and analyze Federal, State, and local legislation affecting the City, preparing detailed briefing documents and impact analyses for the Mayor and Chief of Staff;
- Draft policy-based speeches, testimony, and other public statements for the Mayor;
- Provide expert review and recommendations on operational improvements, organizational policies, and procedural changes;
- Reviews and analyzes changes in policy, operations and procedures to provide thorough responses to external and inter-office inquiries;
- Serve as a senior-level liaison between the Mayor's Office, City departments, community stakeholders, and elected officials to coordinate and administer major initiatives;
- Represent the Mayor or Chief of Staff at high-level meetings, negotiations, and public engagements (occasional evening and weekend coverage may be required);
- Develop methodologies for ensuring consistency and coherence in City policies, identifying gaps, redundancies, and opportunities for innovation;
- Perform analysis to identify gaps in/among policies and recommend plans to be developed to amend or draft new policies as needed or eliminate duplicate policies if identified;
- Oversee the planning, execution, and evaluation of special projects, ensuring alignment with the Mayor's strategic priorities;
- Prepares reports, memoranda's, Requests for Proposals (RFPs), PowerPoints, grant applications, testimonies, complex reports, and other written materials;
- Advise on and contribute to public communication strategies, including social media campaigns and community outreach efforts;
- Supervise and mentor staff, interns or temporary staff, ensuring high-quality output and professional growth;

- Provide guidance and oversight for sensitive or confidential matters requiring discretion;
- Provide assistance for social media messaging and communicating accomplishments of the office to the community
- Research and suggest proactive courses of action related to identify community concerns
- Interviews prospective interns and oversees training and supervision of any temporary office help;
- Assist when needed to review constituent correspondence via physical mail, email, and See Click Fix, and drafts constituent correspondence for the Mayor;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Exceptional analytical and problem-solving abilities with the capacity to synthesize complex information;
- Exceptional communication skills, including persuasive writing, public speaking, and cross-departmental coordination;
- Proficiency in managing high-pressure environments with competing priorities;
- Strong understanding of government structures, operations, and public policy development;
- Detail-oriented, yet able to conceptualize and articulate broader strategic goals;
- Must demonstrate good judgment, strong business ethics, integrity, and consultancy skills;
- Demonstrated ability to communicate persuasively and effectively while managing multiple priorities;
- Thorough knowledge of the structure, operations, and functions of local government;
- Thorough knowledge of the principles and practices of public administration;
- Ability to plan and coordinate office operations and to develop and refine office procedures;
- Strong leadership skills with experience managing diverse teams and stakeholders;
- Ability to meet and deal tactfully and effectively with City department heads, employees and the general public;
- Superior writing and communication skills;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Master’s Degree (or higher) in Public Policy, Political Science, Public Administration, or a closely related field, plus three (1) year of experience in policy analysis, government operations, or related areas;

- B) Bachelor's Degree (or Higher) in Public Policy, Political Science, Public Administration, or a closely related field, plus three (3) years of experience in policy analysis, government operations, or related areas; OR
- C) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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