

SENIOR PROGRAM FELLOW

DISTINGUISHING FEATURES OF THE CLASS: The work involves analytical work in the development and coordination of functions associated with the administration of local government services and programs. Incumbents assist the Department head and/or their designee in conducting or supervising complex studies and projects of a variety of governmental initiatives and objectives. Work is performed under the general supervision of the Department head and/or their designee with leeway allowed for the use of independent judgment in the performance of assignments. Supervision and training may be exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Specific work activities and responsibilities will vary according to the Senior Program Fellow's project assignments. Typical duties and projects may include any of the following:

- Public policy and program development, analysis, and evaluation based on measurable goals and objectives;
- Recommending new or modified policies and procedures;
- Preparing reports containing conclusions and/or recommendations of important consequences to City services and programs;
- Reviews and drafts various correspondence and communications as needed by assigned department;
- Participating in daily administrative management operations within a department;
- Data collection, analysis, and evaluation, including qualitative data;
- Preparing data for presentation in graphic, pictorial, tabular, printed or written form;
- Producing and curating content to communicate with the public;
- Plan, assign and evaluate work assignments;
- Train staff;
- Implementation of technology;
- Public outreach;
- Performs related work as required;
- Participation in education opportunities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good understanding of the field of public administration;
- Good knowledge of local government programs and services;
- Working understanding of local laws, rules and guidelines;
- Excellent writing skills;
- Excellent organizational, planning, project management and administrative skills;

- Ability to work on multiple tasks both independently and as part of a highly collaborative team, often on a time-sensitive basis;
- Ability to analyze and organize data and prepare records and reports;
- Ability to learn and use computer software and perform web research;
- Ability to prepare informational materials on programs and issues;
- Ability to establish and maintain cooperative relationships with the public;
- Ability to establish and maintain effective working relationships;
- Ability to follow directions both orally and in writing;
- Good listening skills,
- Social perceptiveness;
- Tact;
- Confidentiality;
- Good judgment;
- Reliability;
- Accuracy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college with a Master's Degree or higher; OR
- (B) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree or higher.