

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Associate Policy Director</b>
<b>Salary:</b>	<b>\$80,000 – \$110,000</b>
<b>Bureau/Division:</b>	<b>Executive/Policy</b>
<b>Period:</b>	<b>September 23, 2015 - Until Filled</b>

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**JOB DESCRIPTION**

The office of Comptroller Scott M. Stringer seeks an Associate Policy Director to assist in developing and implementing the public policy priorities of the office. The Associate Policy Director will report to the Assistant Comptroller for Policy and Research and help to manage an eight-person policy team within the office. The Associate Director will be responsible for advancing and assisting with the formulation of a wide range of policy projects, while also maintaining their own policy portfolio and communicating the goals of the unit to both senior staff and external stakeholders.

The position requires the ability to quickly analyze both breaking news developments affecting the people of the City of New York and develop solutions to longstanding policy challenges confronting communities throughout the five boroughs. Applicants should be prepared to research and write reports that advance the Comptroller's policy agenda and follow up those reports with a multi-pronged strategy to achieve stated recommendations, including, but not limited to, legislative advocacy, community organizing, and online campaigns.

The Associate Director's responsibilities include, but are not limited, to the following:

- Supporting the work of the Policy Unit through hands-on project management, and steering daily requests for information to appropriate analysts within the unit.
- Writing and organizing well-crafted briefings in a timely, fast paced environment on a broad range of policy topics.
- Interfacing with other units within the office to leverage information and produce timely responses to pressing inquiries.
- Communicating the work of the Policy Unit to both Senior Comptroller Staff and external stakeholders;
- Self-directed research of policy matters using original source material and primary documents, including the City's key management and budget documents;
- Maintaining a working network of outside sources including public interest advocates and government colleagues for the purpose of forming policy research ideas and conclusions;
- Making presentations to the Comptroller and senior staff for the purpose of initiating new policy investigations and research projects;
- Performing other related functions and assignments as required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. BS/BA degree from an accredited college or university, and five (5) or more years of increasingly responsible professional experience in public policy research and analysis at a government, public policy non-profit organization, or closely related investigative, analytical writing experience; or
  2. Satisfactory education and/or experience equivalent to "1" above.
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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A law degree or legal experience is desirable.
- Exceptional writing skills and ability to perform complex data analysis;
- Demonstrated policy research experience relating to New York City's public school system and/or its workforce development programs;
- Demonstrated ability to explain complex policy matters in simple language (i.e., written reports or policy briefs);
- A track record of working successfully with government officials (including staff) and thought leaders from neighborhoods and businesses;
- Familiarity with the current policy issues and strong interest in current events and in identifying solutions to the concerns of the people of New York City;
- Ability to work under pressure in a fast-paced government office; an eagerness to be supportive of colleagues and to work collaboratively.

**Note:** We will consider all qualified applicants meeting the job requirements, regardless of an individual's experience in specific substantive policy areas. However, applicants with experience relating to New York City's broader advocacy community are strongly encouraged to apply.

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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted.

**Note:** Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> September 23, 2015	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/016/014
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**The NYC Comptroller's Office is an Equal Opportunity Employer**