

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Director of Intergovernmental Affairs</b>
<b>Salary:</b>	<b>\$70,000 - \$90,000</b>
<b>Bureau/Division:</b>	<b>Public Affairs</b>
<b>Period:</b>	<b>May 1, 2017 – Until Filled</b>

### JOB DESCRIPTION

The Office of Comptroller Scott M. Stringer seeks a Director of Intergovernmental Affairs to oversee the engagement with city, state and federal stakeholders and to advance the policy priorities of the Comptroller. The Director is responsible for keeping the Comptroller and the Office's senior leadership informed about legislative priorities and other intergovernmental issues, and developing strong, effective relationships with both elected officials and community-based thought leaders on a wide range of topics.

Reporting directly to the Deputy Comptroller for Public Affairs, the duties and responsibilities of the position include, but are not limited to, the following:

- Manages the Office's legislative agenda, including advancing budgetary and policy proposals and other initiatives with the New York City Council, State Assembly, State Senate, as well as offices of the Mayor, Governor, and other executives and stakeholders;
- Oversees the drafting and delivery of testimony as well as responses to legislative inquiries, including content for legislative memos and correspondence with elected officials and agencies on behalf of the Comptroller on a wide variety of issues ranging from the City and State budget, education, health and transportation to economic development and housing on behalf of the Comptroller at various government hearings;
- Helps shape and ensure strong representation and leadership in the policy work of the Office and identify challenges and opportunities for the office to explore;
- Works closely with the Office's senior leadership to develop strategies to engage other branches of city government, all levels of state and federal government and other leaders to advance policy priorities;
- Consults and collaborates with external stakeholders and opinion leaders in order to enhance Office's ability to execute policy and legislative initiatives that address critical issues facing city residents;
- Monitors and stays informed of all significant Office projects and interactions that involve elected officials and government agencies, and advise with the navigation of government bodies to ensure government accountability; and,
- Performs related assignments and special projects as may be required.

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### MINIMUM QUALIFICATION REQUIREMENTS

1. BS/BA degree from an accredited college or university, and three (3) or more years of progressively responsible professional experience in legislative affairs, budget research, intergovernmental affairs, public relations, public policy research and analysis at a governmental or a non-profit organization or policy think tank, or a closely related legislative experience; **or**,
  2. MA/MS or a J.D degree from an accredited college or university, and two (2) or more years of progressively responsible professional experience as described above; or,
  3. Satisfactory education and/or experience equivalent to "1" or "2" above.
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### PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Sound knowledge of legislative affairs, demonstrated policy or legal research experience relating to New York City;
  - Ability to explain complex policy matters in clear, accessible language (i.e., written reports or policy briefs);
  - Track record of working successfully with government officials, staff and thought leaders from neighborhoods, businesses and/or advocacy organizations;
  - Exceptional analytical, writing, interpersonal, and organizational skills;
  - Successfully working under pressure in a fast-paced office; eagerness to be supportive of colleagues and to work collaboratively.
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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> May 1, 2017	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/017/074
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**The NYC Comptroller's Office is an Equal Opportunity Employer**