

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | Director of Intergovernmental Affairs |
| Salary: | \$75,000 - \$100,000 |
| Bureau/Division: | Public Affairs |
| Period: | November 10, 2015 – Until Filled |

JOB DESCRIPTION

The Office of Comptroller Scott M. Stringer seeks a Director of Intergovernmental Affairs to undertake a leadership role in the development and coordination of a legislative agenda that advances the policy priorities of the Comptroller. The position requires astute political instincts and the ability to readily engage staff of elected officials' offices and external stakeholders with ease, knowledge and professionalism while thriving in a fast-paced environment.

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

- Analyze and track the impact of legislation, budgetary proposals, and regulations;
- Monitor and stay informed of all office staff's projects and interactions that involve elected officials and government agencies, and assist all staff with the navigation of government bodies to ensure quality service delivery and government accountability;
- Draft, edit and deliver testimony 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;
- Research, draft and edit responses to legislative inquiries, including content for legislative memos and correspondence to elected officials;
- Manage outreach to government entities for office events, mailings, and the upkeep of databases, and;
- Assist with special/related projects as identified by the Deputy Comptroller.

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. Satisfactory education and/or experience equivalent to "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Must display sound knowledge of legislative affairs;
- Motivated self-starter with proven problem-solving skills;
- Previous experience in government strongly preferred;
- Aptitude for working collaboratively under varying degrees of supervision expected;
- Exceptional analytical, writing, interpersonal, and organizational skills.

TO APPLY, GO TO: Employment Opportunities at 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.

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| POSTING DATE: November 10, 2015 | POST UNTIL: Until Filled | JVN: 015/016/029 |
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The NYC Comptroller's Office is an Equal Opportunity Employer