

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Deputy Policy Director
Salary:	\$100,000 – \$120,000
Bureau/Division:	Executive/Policy
Period:	November 16, 2018 - Until Filled

JOB DESCRIPTION

The office of New York City Comptroller Scott M. Stringer seeks a Deputy Policy Director to assist in developing and implementing the public policy priorities of the office and advising the Comptroller and other senior staff on key policy initiatives and projects. The Deputy Policy Director will report to the Assistant Comptroller for Policy and Research and help to manage a dynamic six-person policy team within the office. The Deputy 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 Deputy Director's responsibilities include, but are not limited to, the following:

- Researching, writing and editing on a broad range of policy projects, and creating both a long-term and short-term pipeline of materials for release;
- Developing expertise in core policy areas affecting New York City, especially issues related to housing and immigration;
- Maintaining a working network of outside sources including public interest advocates and government colleagues for the purpose of forming policy research ideas and conclusions;
- Current and timely command of the City, State, and Federal policy developments in assigned areas of responsibility;
- Answering questions on breaking developments in City and State government;
- Identifying emerging issues and policy trends consistent with the office's stated policy agenda;
- Making presentations to the Comptroller and senior staff for the purpose of initiating new policy investigations and research projects;
- Organizing and leading working groups; communicating the work of the Policy Unit to both Senior Comptroller Staff and external stakeholders; and,
- Undertaking other related assignments and projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BS/BA degree from an accredited college or university, and six (6) 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. MA/MS or a law degree and four (4) or more years of increasingly responsible professional experience as described in "1" above.
3. Satisfactory education and/or experience equivalent to "1" or "2" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Exceptional writing skills and ability to perform complex data analysis;
- Demonstrated policy research experience relating to New York City and State government, as well as efforts to engage Corporate America through environmental, social, governance campaigns;
- 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. Individuals with law degrees or legal experience are also strongly encouraged to apply.

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.

POSTING DATE: November 16, 2018	POST UNTIL: Until Filled	JVN: 015/019/040
---	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer