

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Policy and Outreach Officer (Diversity Initiatives)
Salary:	\$65,000 - \$80,000
Bureau/Division:	Executive / Office of Diversity Initiatives
Period:	December 22, 2016 - Until Filled

JOB DESCRIPTION

The Comptroller's Office of Diversity Initiatives is responsible for delivering innovative solutions to increase contract opportunities for Minority- and Women-Owned Business Enterprises (M/WBEs) across New York City's agencies and the private sector. The Office works with the Comptroller's Corporate Governance staff on supplier, workplace and board diversity initiatives; works with the Bureau of Asset Management on Diverse and Emerging Investment Manager strategies; and leads the Comptroller's M/WBE Advisory Council. This work is often conducted in collaboration with local, state and national government officials, M/WBEs, community stakeholders, city agencies and all bureaus within the Comptroller's Office.

Reporting to the Chief Diversity Officer, the Policy and Outreach Officer's responsibilities include, but are not limited to:

- Works closely with Chief Diversity Officer to create white-papers and reports that offer regulatory and legislative solutions and best practices for women- and minority-owned businesses;
- Monitors Federal, State and City legislation, programs and initiatives impacting women- and minority-owned businesses;
- Tracks, attends and reports on City Council hearings related to M/WBE matters, including hearings of the Small Business, Women's Issues, Contracts, and Finance committees;
- Creates an M/WBE outreach and engagement strategy that targets businesses owned by women, African Americans, Latinos, people with disabilities, and veterans;
- Develops a business outreach plan to identify M/WBEs from different industries that can be utilized by the Office of the Comptroller;
- Staffs and represents the Comptroller at M/WBE related events, as may be required;
- Provides administrative support to the Comptroller's Officer of Diversity Initiatives; and
- Performs other special projects and assignments as directed.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college or university, and three (3) or more years of progressively responsible professional experience in public policy research associated with facilitating relations between government and the business community or in a closely related field; or
2. Satisfactory education and/or experience equivalent to "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Superior research skills and knowledge of New York City government and major public policy issues impacting the growth of Minority- and Women-Owned Business Enterprises (M/WBEs);
- Current and timely command of the Federal, State and City legislation, programs and initiatives impacting women- and minority-owned businesses;
- Experience in working with small businesses, City government and community partners;
- Strong writing and quantitative data analysis skills and experience utilizing variety of software applications used for analyzing complex data sets, including Microsoft excel;
- Exceptional time management skills, attention to detail, and the ability to prioritize assignments and meet deadlines; excellent oral and written communication skills including proficiency in Microsoft Office Suite;

Note: Cover letter should detail the possession of preferred 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.

POSTING DATE: December 22, 2016	POST UNTIL: Until Filled	JVN: 015/017/041
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The NYC Comptroller's Office is an Equal Opportunity Employer