

Notice of Job Opening

Position: Special Assistant to the Mayor

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE that this position is pending Municipal and New York State Civil Service Classification into the Exempt Class. An individual who meets the minimum qualifications as stated in the job description may fill this position on a provisional basis.

Department: Mayor's Office

Number of Vacancies to be filled: 1

Rate of Pay: \$57,200 - \$85,800 annually
Commensurate with qualifications and experience

Schedule: 37.5 hours/week

Application Deadline: Until Filled

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Repost on Friday March 31, 2023.

SPECIAL ASSISTANT TO THE MAYOR

DISTINGUISHING FEATURES OF THE CLASS: Work requires the ability to research, plan, recommend, and assist with major policy projects resulting from executive directives and policies. An incumbent is required to review new methods, changes in policy, operations and procedures and other improvements. The incumbents work involves independent decision making on a variety of issues from purchasing to crafting policy statements for discussion and dissemination. Much of this work involves handling matters of a sensitive or confidential nature. Operates under general direction of the Chief of Staff, and supports the Mayor's Office.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Monitors and follows Federal, State and local legislative changes that impact the City and prepare briefing memoranda for the Chief of Staff and Mayor;
- Researches and drafts recommendations on innovative policy initiatives;
- Provides research, recommendations, and drafts for policy-based speeches, testimony, and other public statements;
- Reviews and analyzes changes in policy, operations and procedures to provide thorough responses to external and inter-office inquiries;
- Communicate extensively with all departments, community organizations, and elected officials to assist with the coordination and administration of special projects, new initiatives and programs.
- Research and recommend a standard format and methodology for organization of policies and procedures to create internal consistency among policies;
- Perform analysis to identify gaps in/among policies and recommend plans to be developed to amend or draft new policies as needed or eliminate duplicate policies if identified;
- Prepares reports, memoranda's, Requests for Proposals (RFPs), PowerPoints, grant applications, testimonies, complex reports, and other written materials;
- Represent the Chief of Staff at meetings and events as needed;
- Staff Mayor at community events as needed (occasional evening and weekend coverage may be required);
- Assist and support Mayor's Office staff during events and other public ceremonies;
- Attend meetings to provide support, take notes, and follow up on action items
- Provide assistance for social media messaging and communicating accomplishments of the office to the community
- Research and suggest proactive courses of action related to identify community concerns
- Interviews prospective interns and oversees training and supervision of any temporary office help;
- Assist when needed to review constituent correspondence via physical mail, email, and See Click Fix, and drafts constituent correspondence for the Mayor;

- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good analytical skills and ability to work and interpret figures as well as workflows and audit exposures.
- Ability to identify problems and research solutions with an understanding of the business aspects of the solutions
- Detail-oriented, with the ability to also understand and articulate the broader context.
- Must demonstrate good judgment, strong business ethics, integrity, and consultancy skills.
- Demonstrated ability to communicate persuasively and effectively while managing multiple priorities.
- Thorough knowledge of the principles and practices of office management;
- Thorough knowledge of the structure, operations, and functions of local government;
- Thorough knowledge of office terminology, procedures and equipment;
- Thorough knowledge of word processing and computer operation;
- Working knowledge of the principles and practices of public administration;
- Ability to plan and coordinate office operations and to develop and refine office procedures;
- Ability to meet and deal tactfully and effectively with City department heads, employees and the general public;
- Ability to work effectively under pressure of time constraints and busy office environment;
- Superior writing and communication skills;
- Good judgment;
- Trustworthy;
- Dependability;
- Organized;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Bachelor's Degree in Public Policy, Political Science, Communications, or other relevant areas; OR
- B) Associate's Degree plus three (3) years full-time experience in the field of policy, administration, government, non-profit, or other related fields.