

MAYOR OFFICE OF RECOVERY AND RESILIENCY

POLICY ADVISOR – PLANNING AND PROJECT MANAGEMENT

JOB NUMBER: 11546

ORGANIZATIONAL PROFILE: In April 2015 the Mayor Bill de Blasio released *One New York: The Plan for a Strong and Just City* (OneNYC), which provides the Mayor’s Office of Recovery and Resiliency (ORR) a renewed charge to strengthen social and economic resiliency; upgrade buildings; adapt the region’s infrastructure systems; and enhance the city’s coastal defenses in response to the evolving risks associated with climate change and other 21st century threats. OneNYC builds off of prior climate resiliency plans, including *A Stronger, More Resilient New York* released in 2013 that laid out a strategy for (1) rebuilding and making stronger those neighborhoods hardest hit by Hurricane Sandy and (2) improving the City’s infrastructure to ensure greater resiliency in the face of future climate change impacts. To learn more about OneNYC and the New York City’s resiliency initiatives, please visit: www.nyc.gov/onenyc

JOB RESPONSIBILITIES: The Policy Advisor reports directly to a Senior Policy Advisor. S/he provides support to the Office in all efforts to implement the recommendations of *One New York: The Plan for a Strong and Just New York* and to accomplish the City’s resiliency goals. The incumbent will also provide project management and facilitate stakeholder engagement on several planning initiatives, while assisting ORR leadership in the development of policy and projects. Responsibilities may include, but are not limited to:

- Manage all aspects of discrete planning projects, including project scope development, coordination with City, State and Federal agencies, and project administration, including project tracking and monitoring;
- Manage relationships with City agencies and coordinating inter-agency actions; working closely with agencies to align priorities, and coordinating parallel planning efforts that support the implementation of the City’s resiliency plan;
- Evaluate the efficacy of existing City, State and Federal planning and providing feedback to relevant parties; and helping to coordinate interactions across the City’s land use, flood risk reduction, and coastal protection efforts;
- Ensure a consistent public message; and providing guidance on all documents that come into and leave the office to ensure a high quality of responsiveness and performance;
- Assist with the efforts of ORR to monitor progress, track metrics and evaluate effectiveness of all resiliency actions; and ensuring the execution of key milestones and initiatives that further resiliency policy goals;

- Assist with procurement and oversight of third-party services such as project management, project controls, planning, design, engineering, and other services as required;
- Lead efforts of ORR to secure sources of funding for initiatives and near-term milestones, including compiling data, providing technical assistance and leveraging professional expertise;
- Assist with the establishment and maintenance of relevant electronic and paper files by the team's administrative assistant, including project, program and communication files; assist in preparing for and responding to audits; and
- Assist in miscellaneous stakeholder outreach, special projects and events.

PREFERRED QUALIFICATIONS AND/OR SKILLS:

- A graduate degree and/or at least five (5) years of full-time relevant professional experience in a field related to this position;
- A background in policy, planning, project management, or other relevant field is essential, *in addition to at least one of the following*: an understanding of issues relating to resiliency in an urban setting; knowledge of New York City's governmental structure and policy context; knowledge of Federal funding programs, including CDBG-DR;
- An understanding of issues relating to climate change resiliency in a large urban setting and/or the interplay of coastal resiliency, the built environment, stormwater management, energy, urban planning, and economic development;
- Attention to detail and excellent organization skills, which include and are not limited to the ability to manage complex projects; coordinate interagency programs; maintain control of analytical details while balancing large-scale program objectives;
- Ability to gain the support of independent stakeholders;
- Willingness to work as part of a team environment, and adapts well to change;
- Willingness to travel, as required;
- Excellent communication and interpersonal skills, particularly in terms of creating, directing and translating rigorous, defensible public policy models into transparent conclusions that can be easily explained and understood by the public; and
- New York City government work experience; or relevant technical, consulting or business background, a plus.

SALARY: Commensurate with experience.

TO APPLY: Please submit a cover letter and resume:

<https://a002-oom03.nyc.gov/IRM/EventRegistration/RegForm.aspx?eventGuid=4645fdd8-310d-4db6-884b-e64d4d17fefd>. In the "Job Number" section, please insert **11546**. This is the same number which is indicated on the upper portion of this job posting.

New York City Residency Is Required Within 90 Days Of Appointment
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