

## MANHATTAN BOROUGH PRESIDENT'S OFFICE

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| <b>Office Title: Policy Analyst</b>             | <b>Civil Service Title: Community Coordinator</b>                                  |
| <b>Division/Work Unit: Policy</b>               | <b>Salary Range : \$58,000-\$60,000</b>  |
| <b>Work Location: One Centre Street, NY, NY</b> | <b>Work Hours: 35 hour work week, hours TBD, evening and weekend work required</b> |

The Office of Manhattan Borough President Gale A. Brewer seeks a Policy Analyst to assist in developing and implementing the public policy priorities of the office specifically in the area of **Technology/Economic Development**. The policy agenda of this office focuses heavily on preserving the affordability and accessibility of the City for people of all backgrounds and income levels. The office is also deeply invested in issues concerning education, age-friendly, sustainability, transportation, housing, local sourcing and quality of life. The Policy Analyst reports to the Borough President's Director of Policy and Special Projects and will join a team of four colleagues within the Policy Unit.

### **Job Description:**

The position requires the ability to quickly analyze complex legislative and policy matters and to identify their significance within New York City. Successful applicants can translate the policy goals and interests of the Borough President on complicated issues into language that communicates effectively with the people of Manhattan – as well as into programs and resources for specific Manhattan neighborhoods and throughout the borough. We are seeking someone with knowledge and/or experience in technology; including data utilization and mapping and economic development in NYC. We are also looking for an individual with a mix of skills, including with New York City public policy, organizational skills, strong research and writing skills, in addition to effective communication skills. Responsibilities include but are not limited to:

- Self-directed research of policy matters using original source material, primary documents, news media, and the city's key policy and budget documents.
- Writing in-depth policy reports based on original, empirical research.
- Organizing and implementing special projects related to the office's policy interests.
- Maintaining a working network of outside sources, including public interest advocates and government colleagues, for the purpose of forming policy research ideas and recommendations.
- Up-to-the-minute command of City and State policy developments in assigned areas of responsibility.
- Identifying and organizing MBPO data sets for the City's Open Data Portal.
- Answering questions on breaking developments in City and State government, and preparing written briefing documents.
- Identifying emerging issues and policy trends consistent with the office's policy agenda.
- Making presentations to the Borough President and senior staff of the office for the purpose of initiating new policy investigations and research projects.
- Organizing and leading working groups.

### **Minimum Qualifications:**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

### **Preferred experience, abilities, attributes:**

- Graduate level degree in related area
- A minimum of three (3) years of experience in government, a public policy non-profit organization, or relevant investigative, analytical and writing experience.
- Knowledge of experience in the field of technology/economic development
- Exceptional writing and supervisory skills.
- 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) or public policy advocates.
- Familiarity with the current policy issues most relevant to New York City.
- The ability to work under pressure in a fast-paced government office; an eagerness to be supportive of colleagues and to work collaboratively;
- Strong interest in current events and in the everyday concerns of the people of New York City.

**To Apply:**

Interested candidates **must** do the following, email a cover letter and resume in a word or PDF document to: [resumes@manhattanbp.nyc.gov](mailto:resumes@manhattanbp.nyc.gov) with “**Policy Analyst**” in the subject line and apply for position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for Job ID# 248161.

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

**Only candidates being considered will be contacted**

The City of New York is an Equal Employment Opportunity Employer